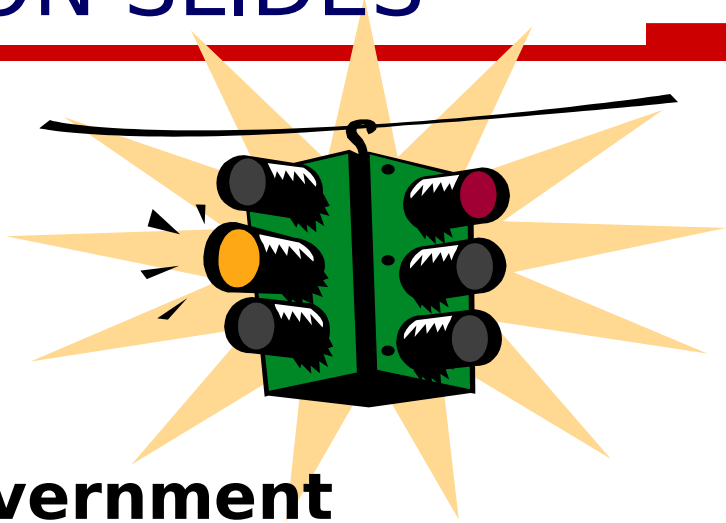
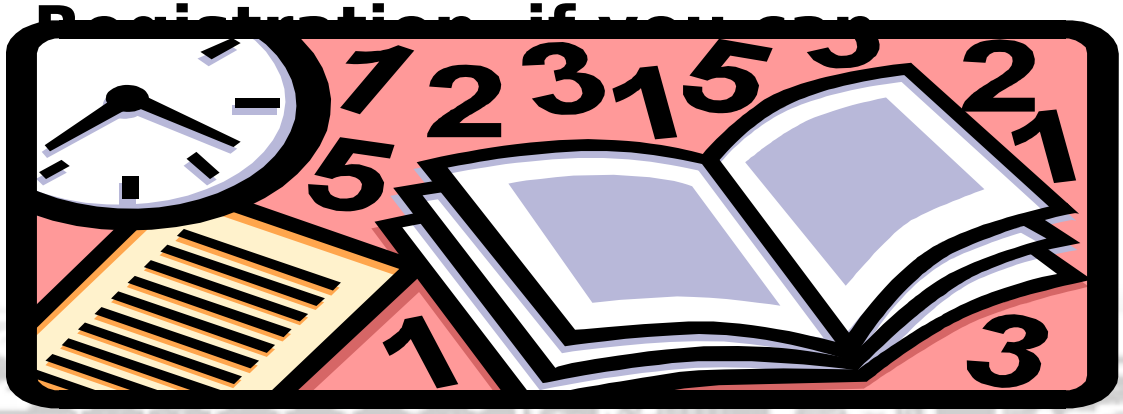
Defense Travel System

USER SELF REGISTRATION

SELF-REGISTRATION SLIDES



- **Please have your Government Credit Card and your bank information (Routing number and Checking or Savings Account number), prior to doing Self-**



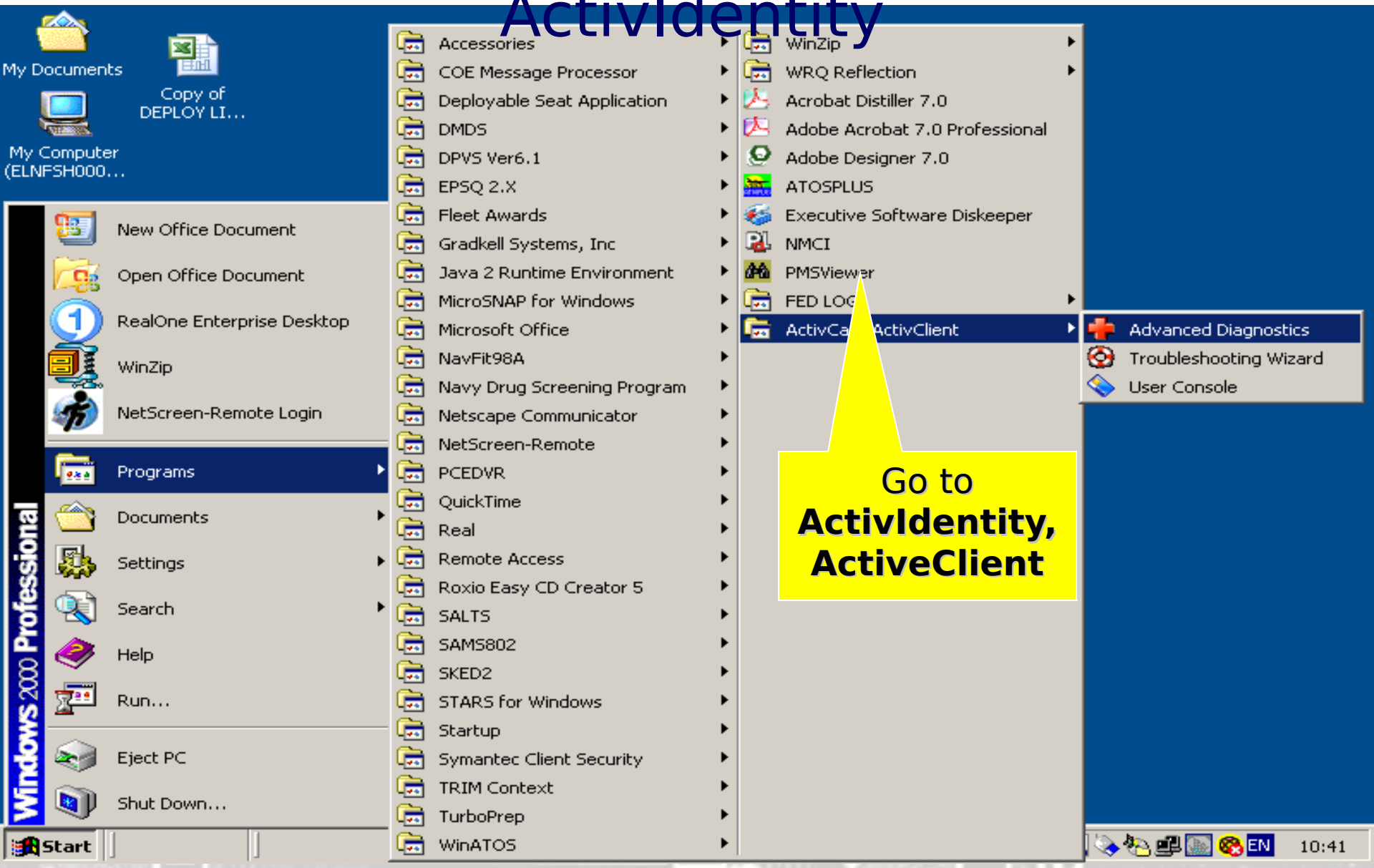
Minimum Requirements

TO USE DEFENSE TRAVEL SYSTEM:

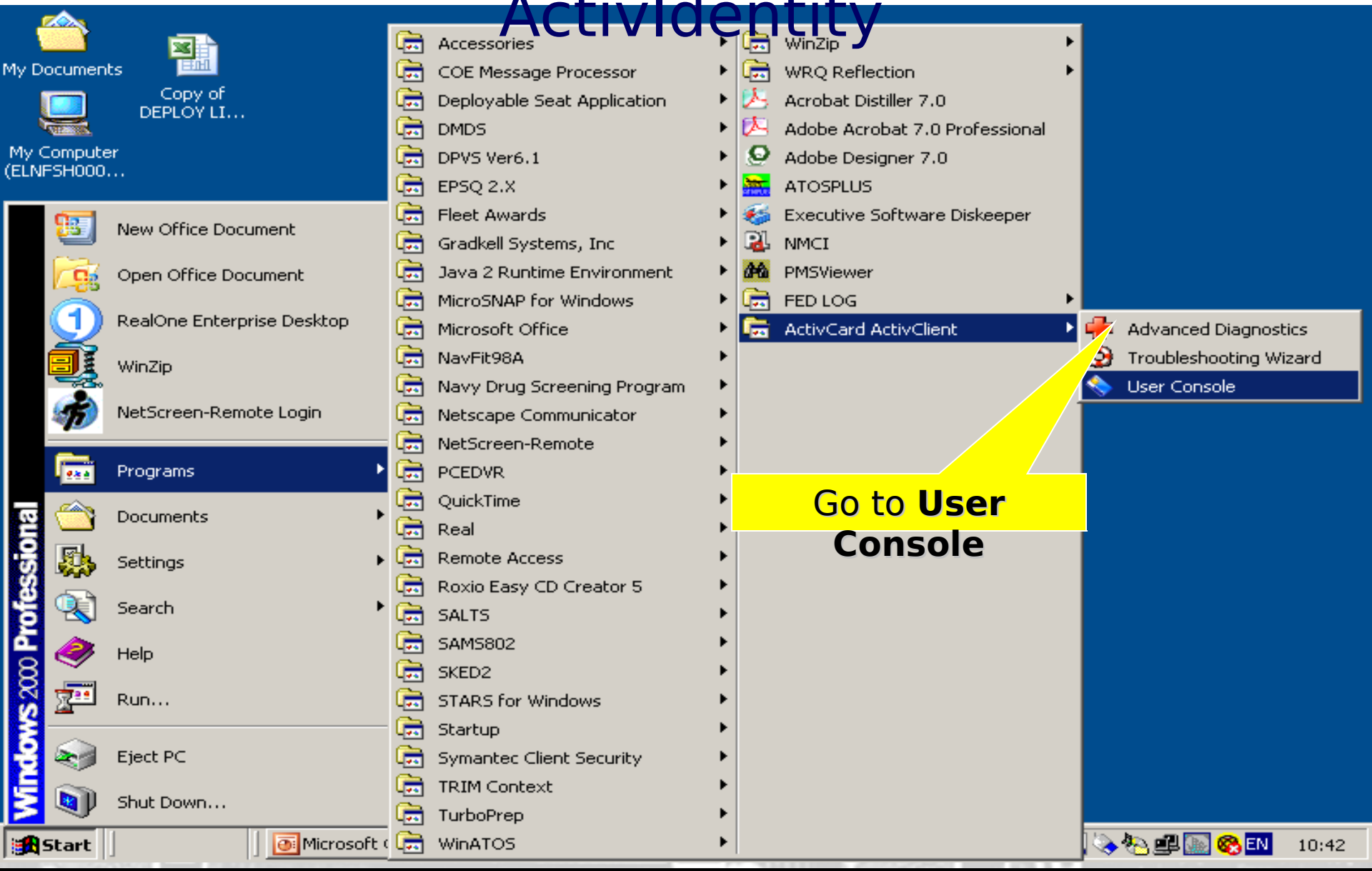
- Ensure DBsign on workstation
- Ensure all Certificates on ActivIdentity (see slides 1-8)
- **PLEASE USE ALL CAPITAL LETTERS during Self-Registration**

VERIFY CAC CERTIFICATES ARE INSTALLED

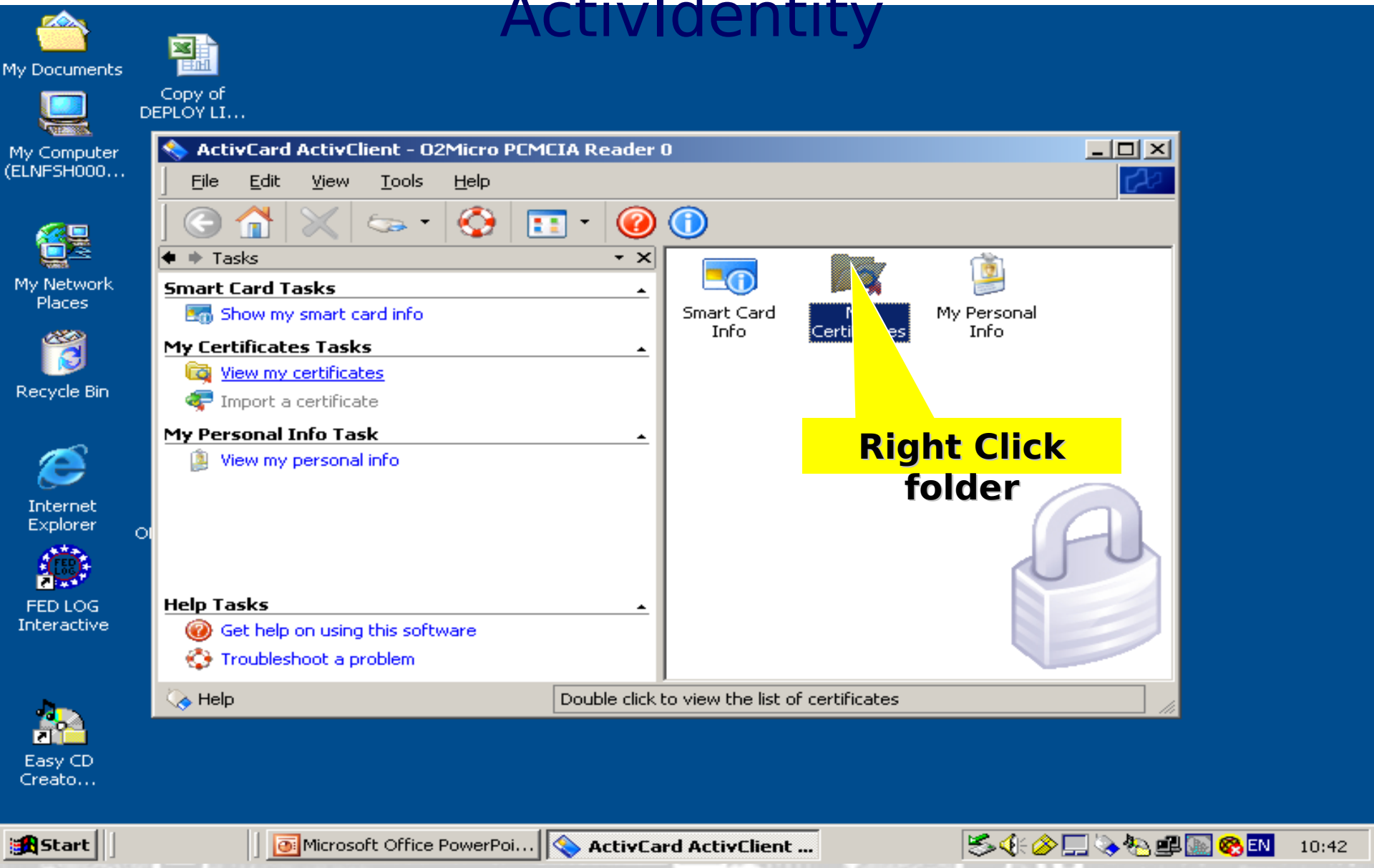
Ensuring Certificates on ActivIdentity



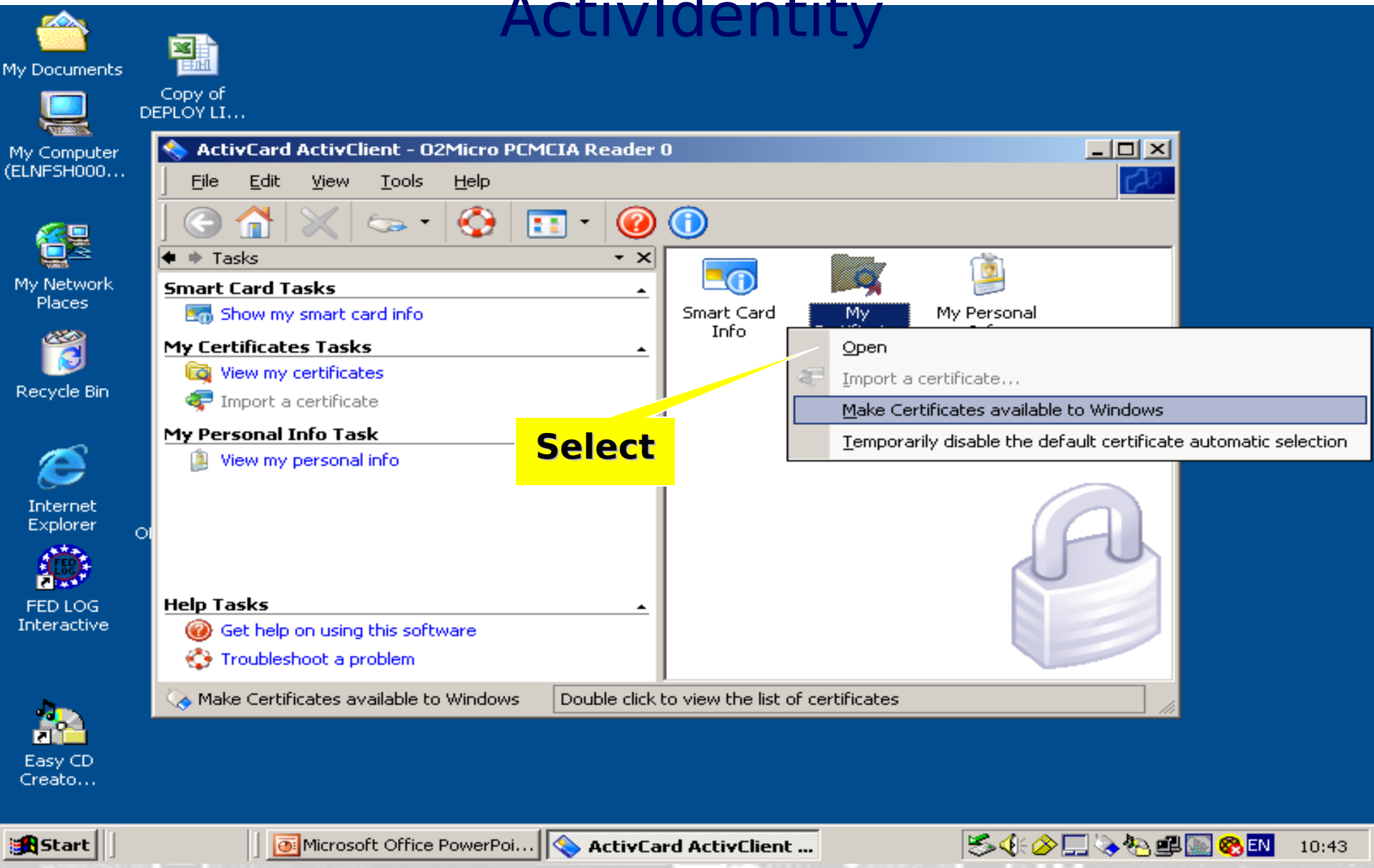
Ensuring Certificates on ActivIdentity



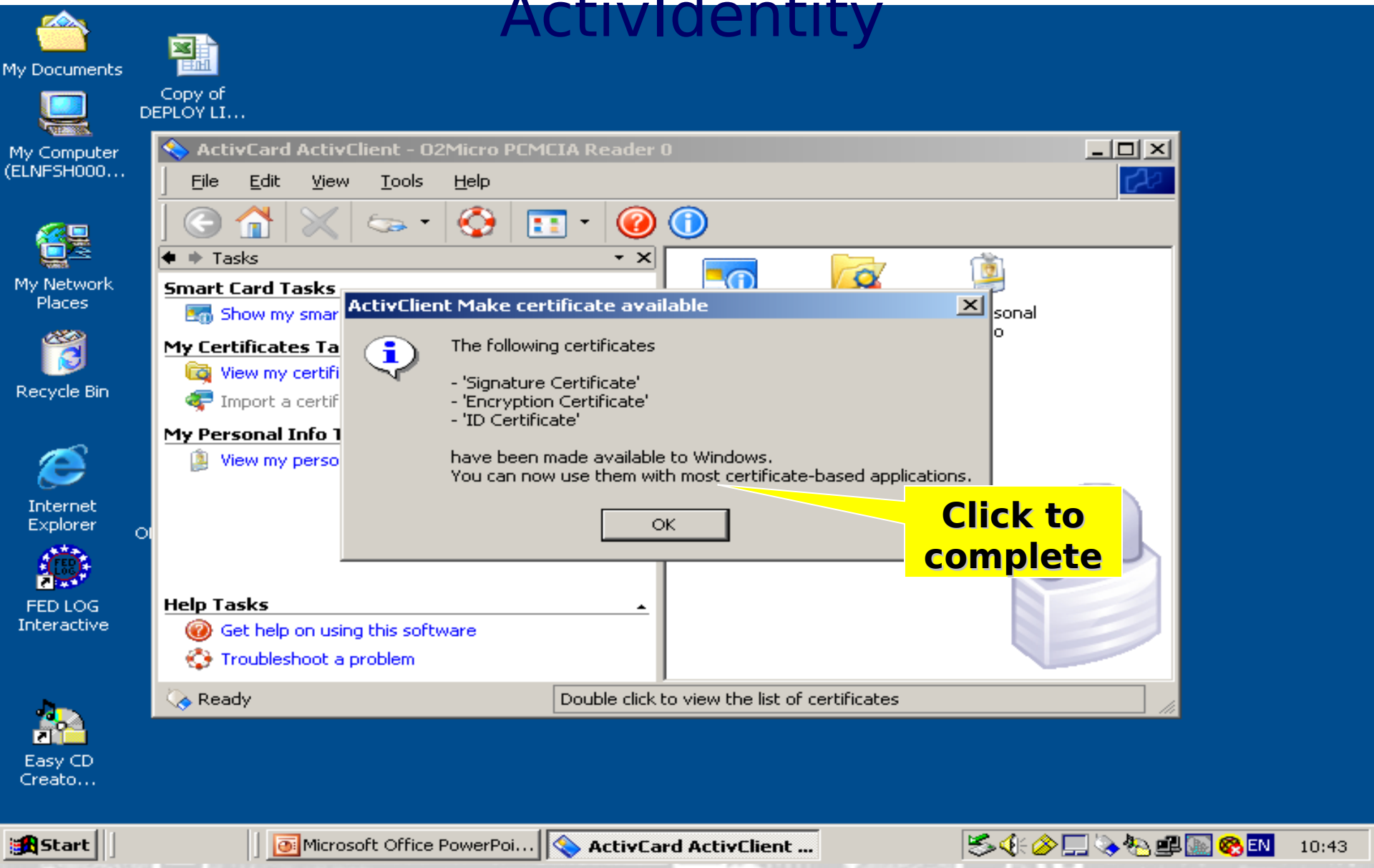
Ensuring Certificates on ActivIdentity



Ensuring Certificates on ActivIdentity



Ensuring Certificates on ActivIdentity



DTS Account Registration

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.defensetravel.osd.mil/dts/site/index.jsp
Go to DTS website: www.defensetravel.osd.mil
Defense Travel System
A New Era of Government Travel
Search DTS Go!
Web Accessibility | Privacy and Security Notice | Site Map
Home
DTS Travel Center
About DTS
News & Events
Training
FAQs
System Status
Help Desk
Documents & Downloads
Contacts
Welcome to DTS!!
Welcome to the new era of government travel that can really take you places.
Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.
Phase I & II Sites Online
Visit the new DTS Travel Center Website
A complement to the Defense Travel System Website
Look for these features:
Release Notes
How to... Guides
Helpful Documents
Milestone Schedule
Deployment Schedule
Click here to visit the website.
Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS
System Status
DTS
DTS is Available
Click LOGIN TO DTS to begin Self Registration
Updates
Enter your email address below to subscribe to DTS email updates
email address
Subscribe
First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE
Training
Click below to learn how to use DTS and for additional training resources.
TRAINING
Recent Updates
DTS Seminar in Raleigh, NC Sets New Attendance Mark
Upgrade to Monroe Complete
Start the Training Fireworks!
Notices
Attach Electronic Travel Receipts to DTS Trip Record - Via FAX at (888) 222-5061
Department of Defense Premium Travel Program
Start downloading from site: http://www.defensetravel.osd.mil/dts/site/index.jsp
Internet
Start
Ernest Sepulveda (CACI ...
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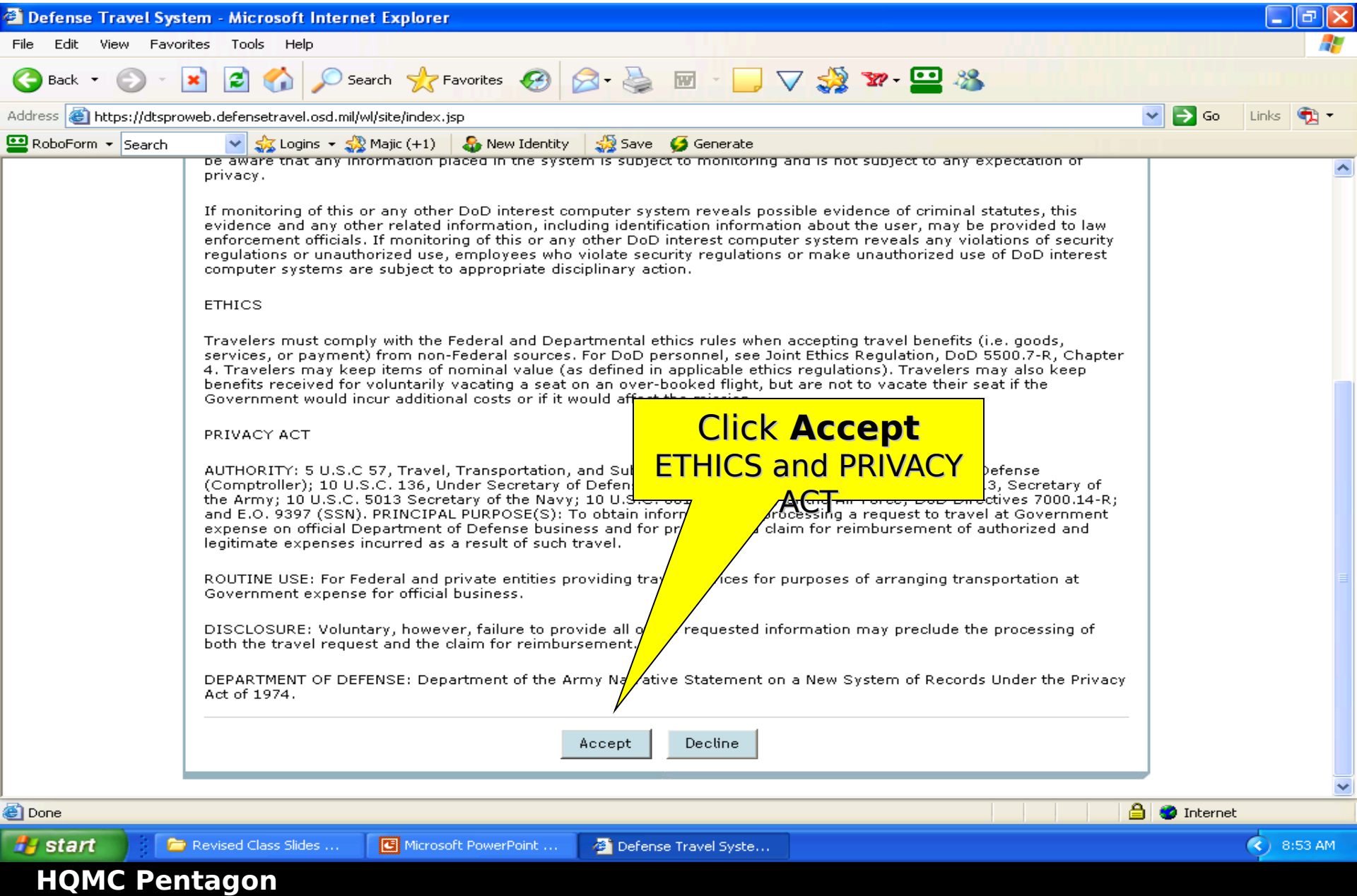
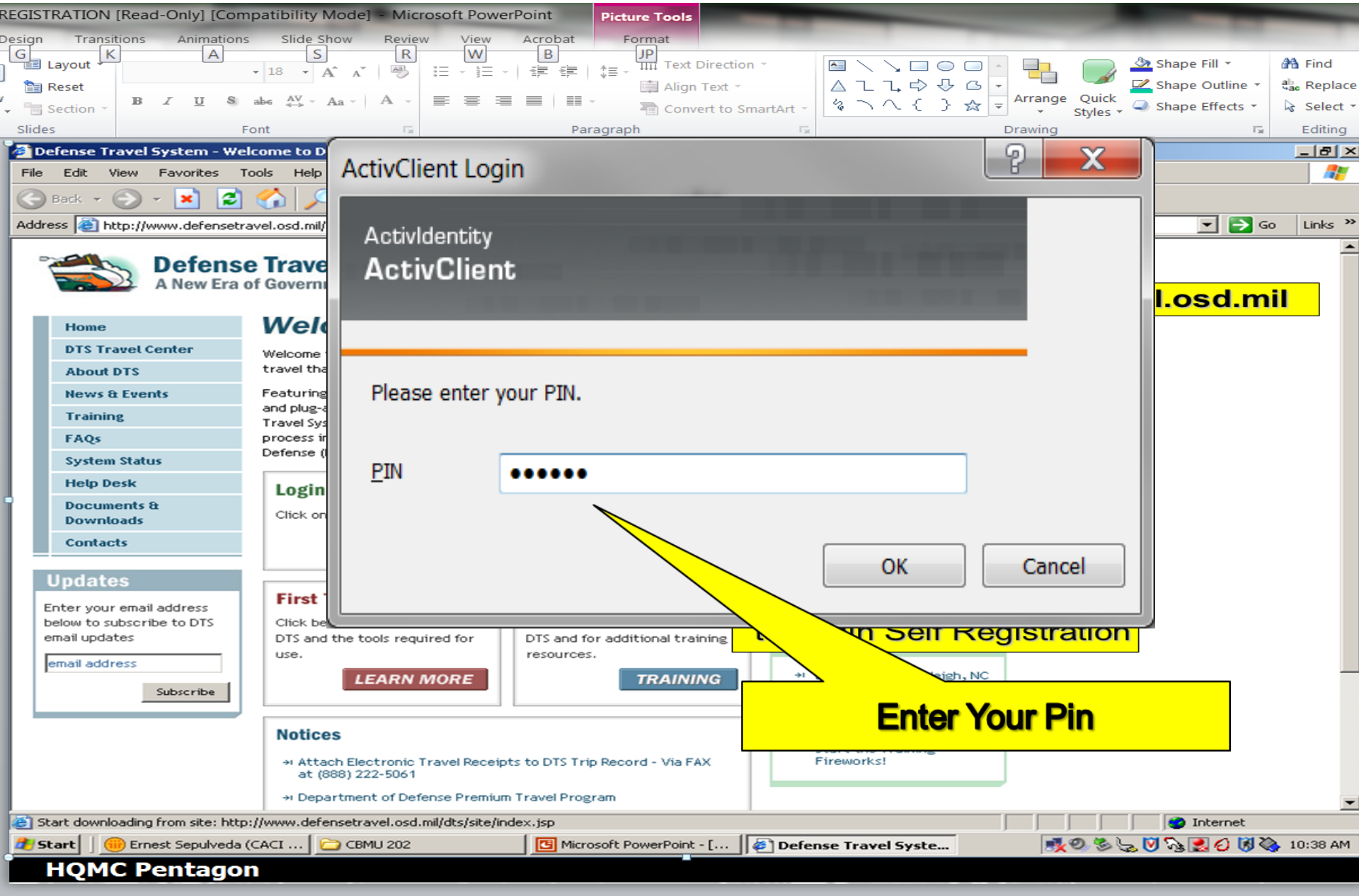
Microsoft PowerPoint - [...
Defense Travel Syste...
10:38 AM

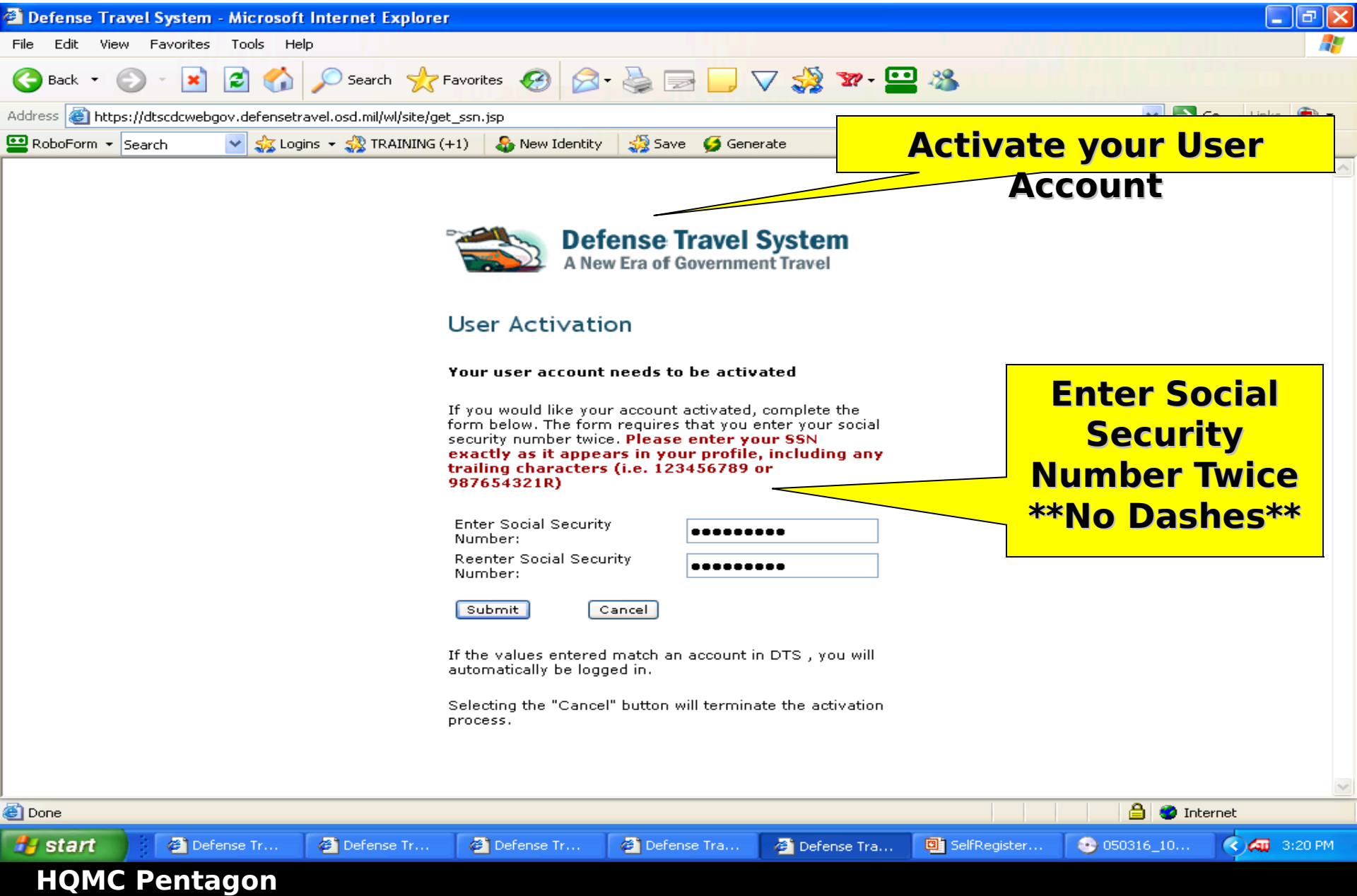
DTS Account Registration


Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Go Links
RoboForm Search Logins Majic (+1) New Identity Save Generate
be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.
If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.
ETHICS
Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would
PRIVACY ACT
AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Su
Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defen
3, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.
Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain inform
processing a request to travel at Government expense on official Department of Defense business and for pr
claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.
ROUTINE USE: For Federal and private entities providing tra
ices for purposes of arranging transportation at Government expense for official business.
DISCLOSURE: Voluntary, however, failure to provide all o
requested information may preclude the processing of both the travel request and the claim for reimbursement.
DEPARTMENT OF DEFENSE: Department of the Army Na
ative Statement on a New System of Records Under the Privacy Act of 1974.
Accept
Decline
Click Accept ETHICS and PRIVACY ACT
Done
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
Defense Travel Syste...
8:53 AM

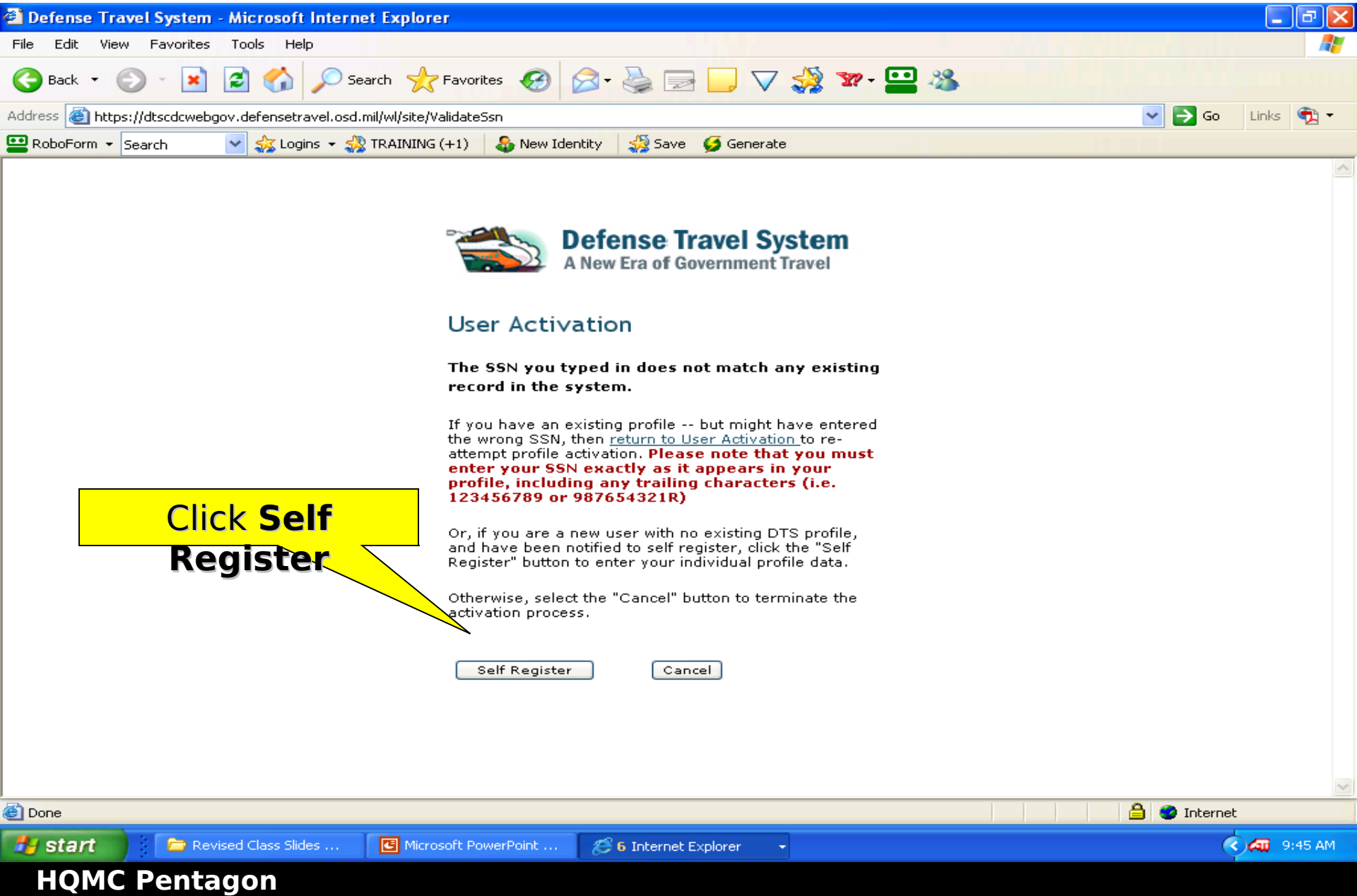
DTS Account Registration



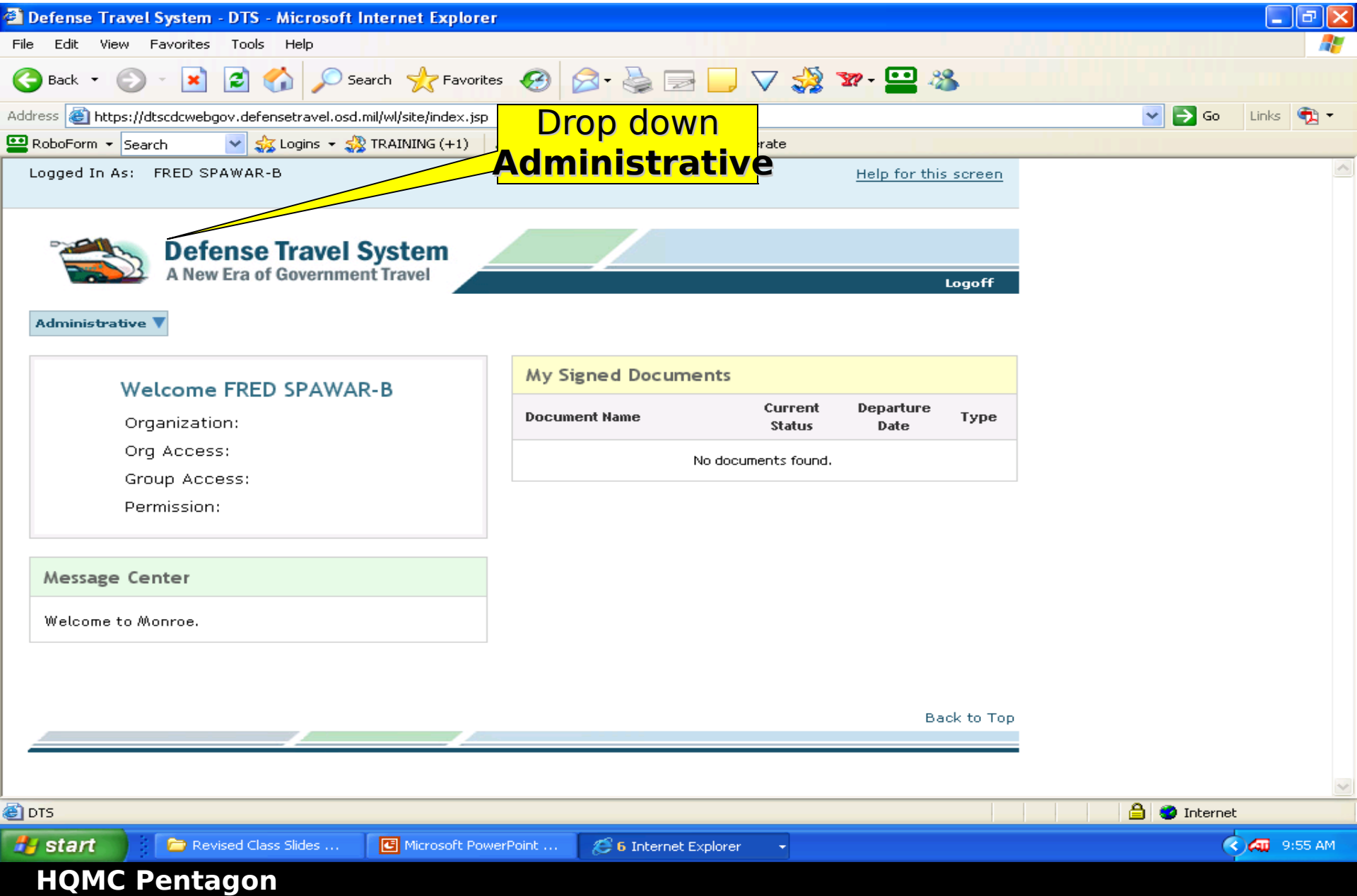
DTS Account Registration


Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/get_ssn.jsp
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Activate your User Account
Defense Travel System
A New Era of Government Travel
User Activation
Your user account needs to be activated
If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. Please enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)
Enter Social Security Number:
Reenter Social Security Number:
Submit
Cancel
If the values entered match an account in DTS , you will automatically be logged in.
Selecting the "Cancel" button will terminate the activation process.
Enter Social Security Number Twice **No Dashes**
Done
Internet
start
Defense Tr...
Defense Tr...
Defense Tr...
Defense Tra...
Defense Tra...
SelfRegister...
050316_10...
3:20 PM

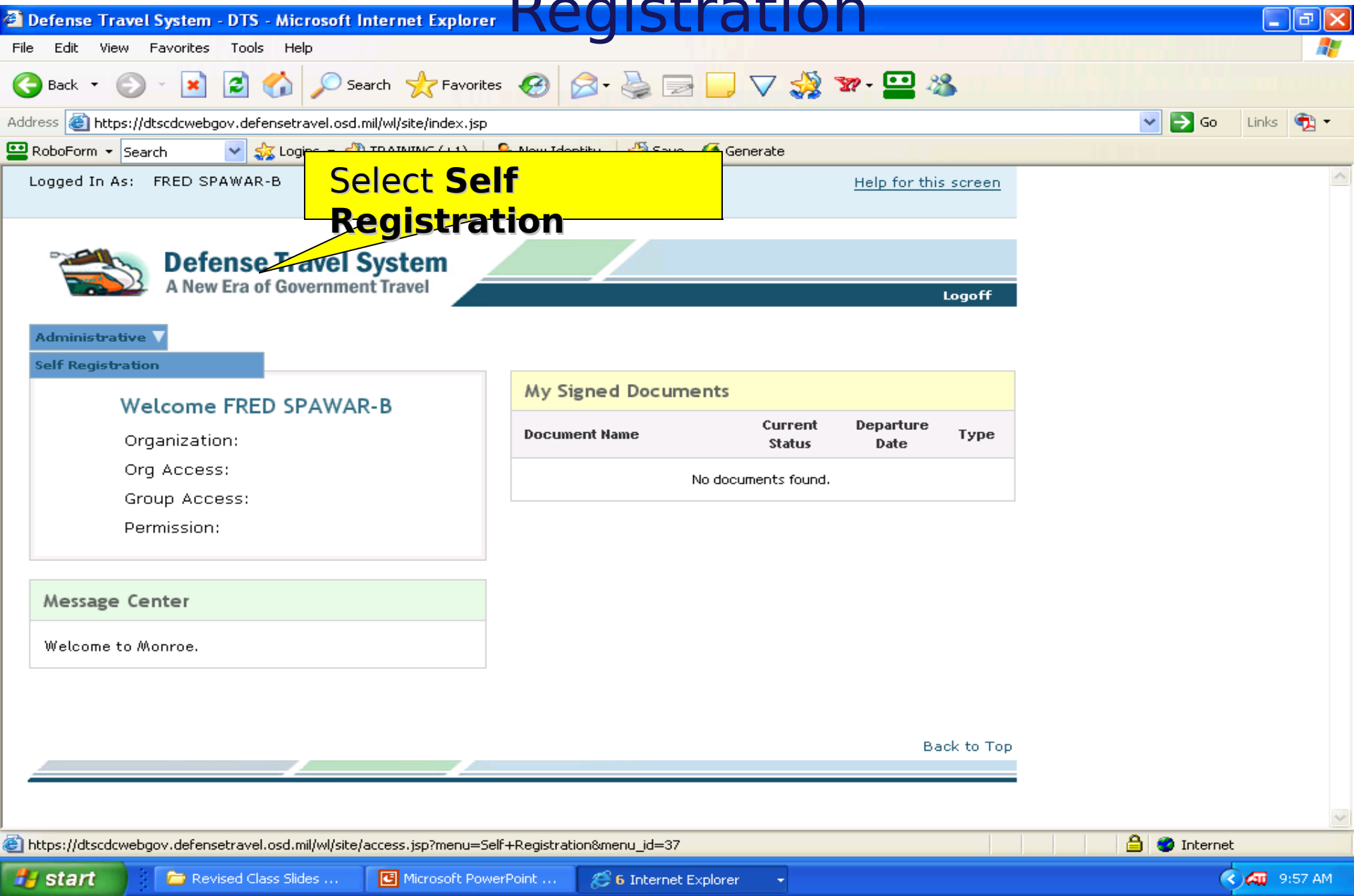
DTS Account Registration


Defense Travel System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtscdcwebgov.defensetravel.osd.mil/wl/site/ValidateSsn
Go Links
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Defense Travel System
A New Era of Government Travel
User Activation
The SSN you typed in does not match any existing record in the system.
If you have an existing profile -- but might have entered the wrong SSN, then return to User Activation to re-attempt profile activation. Please note that you must enter your SSN exactly as it appears in your profile, including any trailing characters (i.e. 123456789 or 987654321R)
Or, if you are a new user with no existing DTS profile, and have been notified to self register, click the "Self Register" button to enter your individual profile data.
Otherwise, select the "Cancel" button to terminate the activation process.
Self Register
Cancel
Click Self Register
Done
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
6 Internet Explorer
9:45 AM

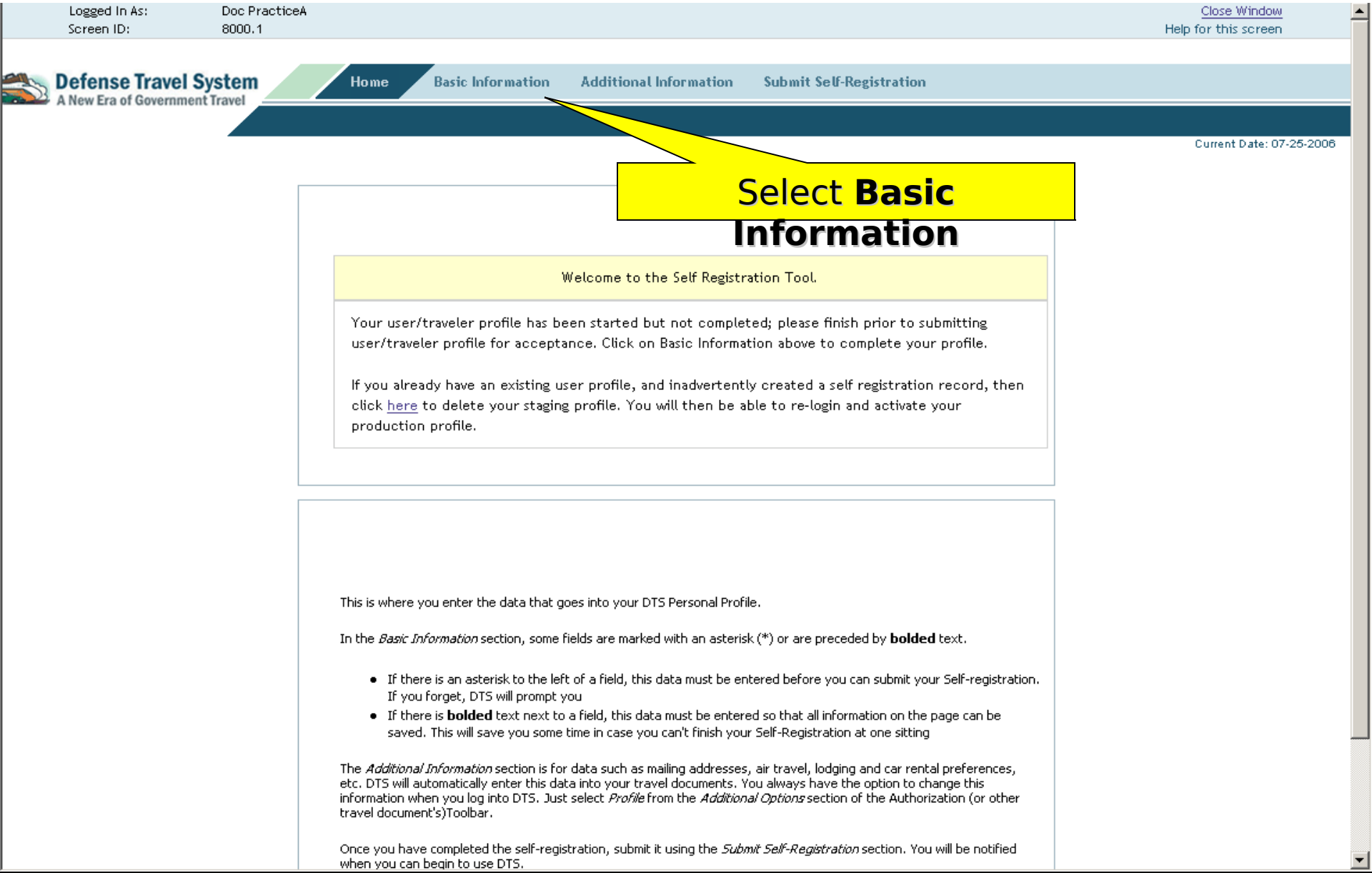
DTS Account Registration



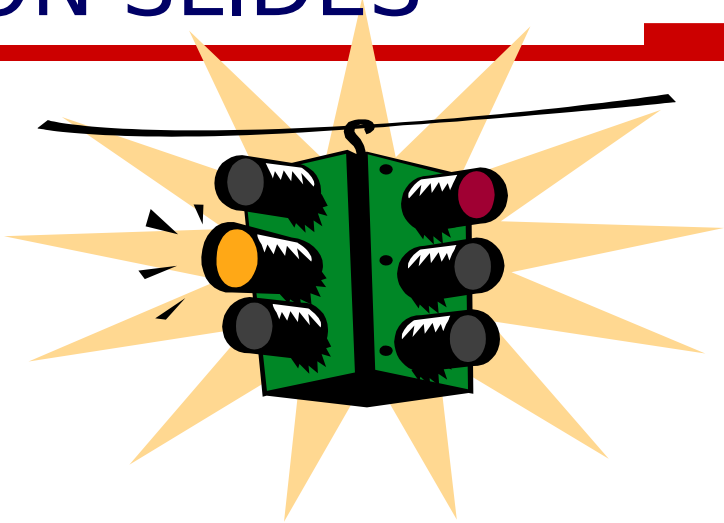
DTS Account Registration



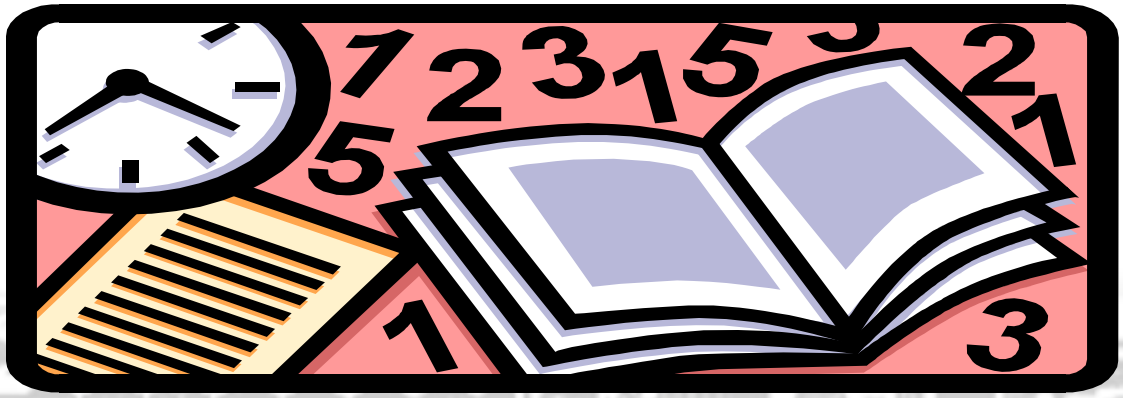
DTS Account Registration


Logged In As: Doc PracticeA
Screen ID: 8000.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Home
Basic Information
Additional Information
Submit Self-Registration
Current Date: 07-25-2006
Select Basic Information
Welcome to the Self Registration Tool.
Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Basic Information above to complete your profile.
If you already have an existing user profile, and inadvertently created a self registration record, then click here to delete your staging profile. You will then be able to re-login and activate your production profile.
This is where you enter the data that goes into your DTS Personal Profile.
In the Basic Information section, some fields are marked with an asterisk (*) or are preceded by bolded text.
If there is an asterisk to the left of a field, this data must be entered before you can submit your Self-registration. If you forget, DTS will prompt you
If there is bolded text next to a field, this data must be entered so that all information on the page can be saved. This will save you some time in case you can't finish your Self-Registration at one sitting
The Additional Information section is for data such as mailing addresses, air travel, lodging and car rental preferences, etc. DTS will automatically enter this data into your travel documents. You always have the option to change this information when you log into DTS. Just select Profile from the Additional Options section of the Authorization (or other travel document's)Toolbar.
Once you have completed the self-registration, submit it using the Submit Self-Registration section. You will be notified when you can begin to use DTS.

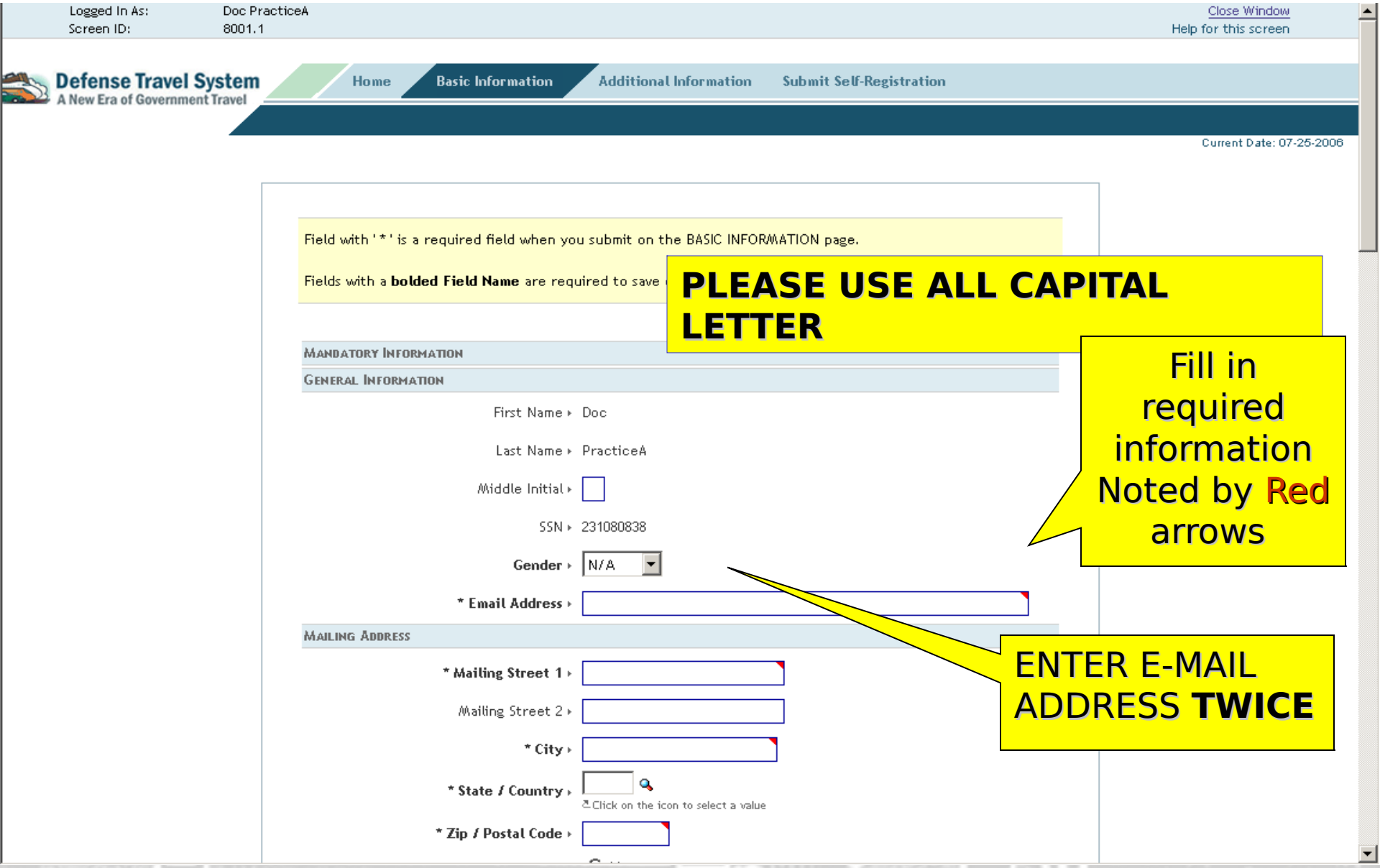
SELF-REGISTRATION SLIDES



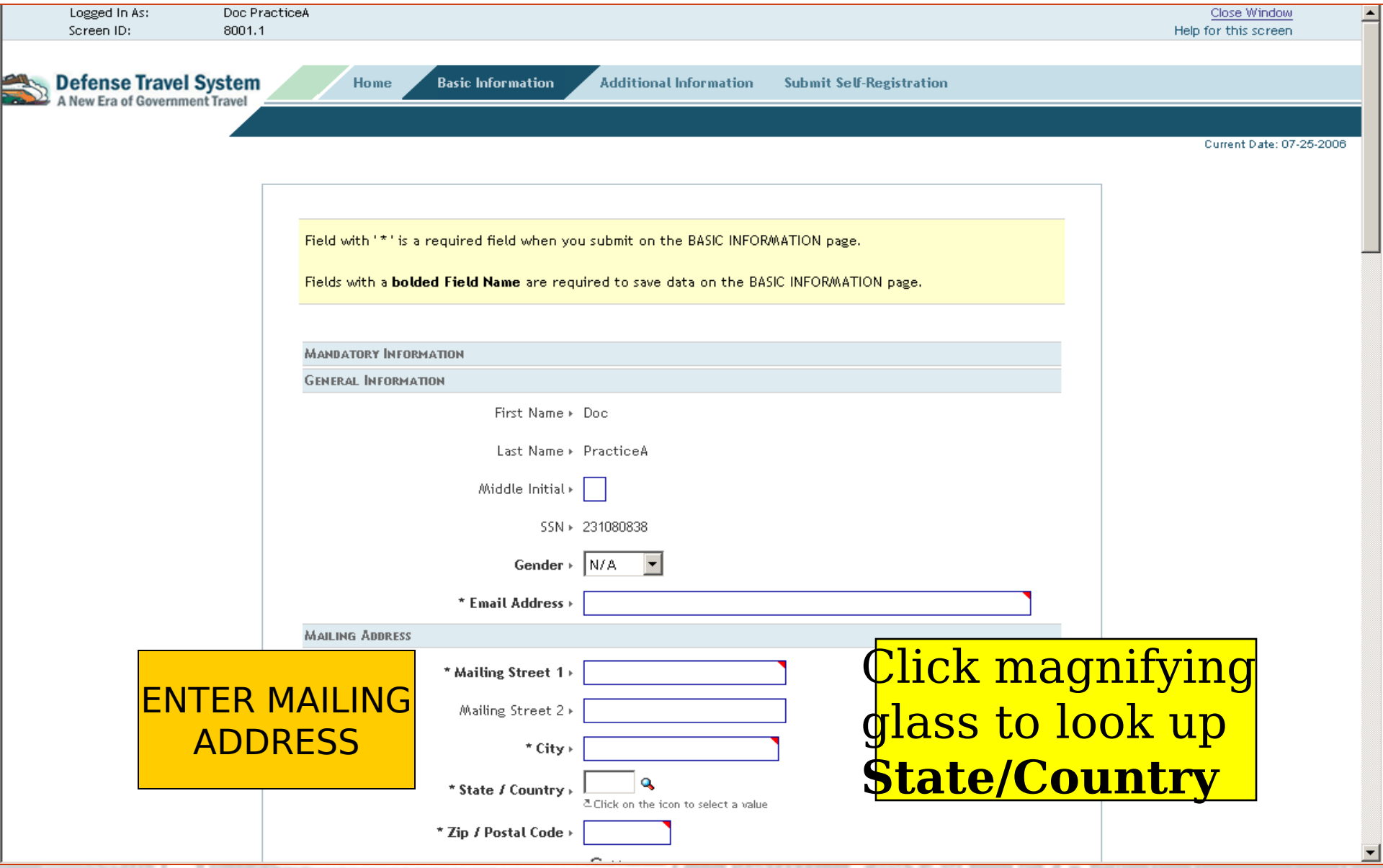
- **USE ALL CAPITAL LETTER during Self-Registration. This includes email address.**



DTS Account Registration



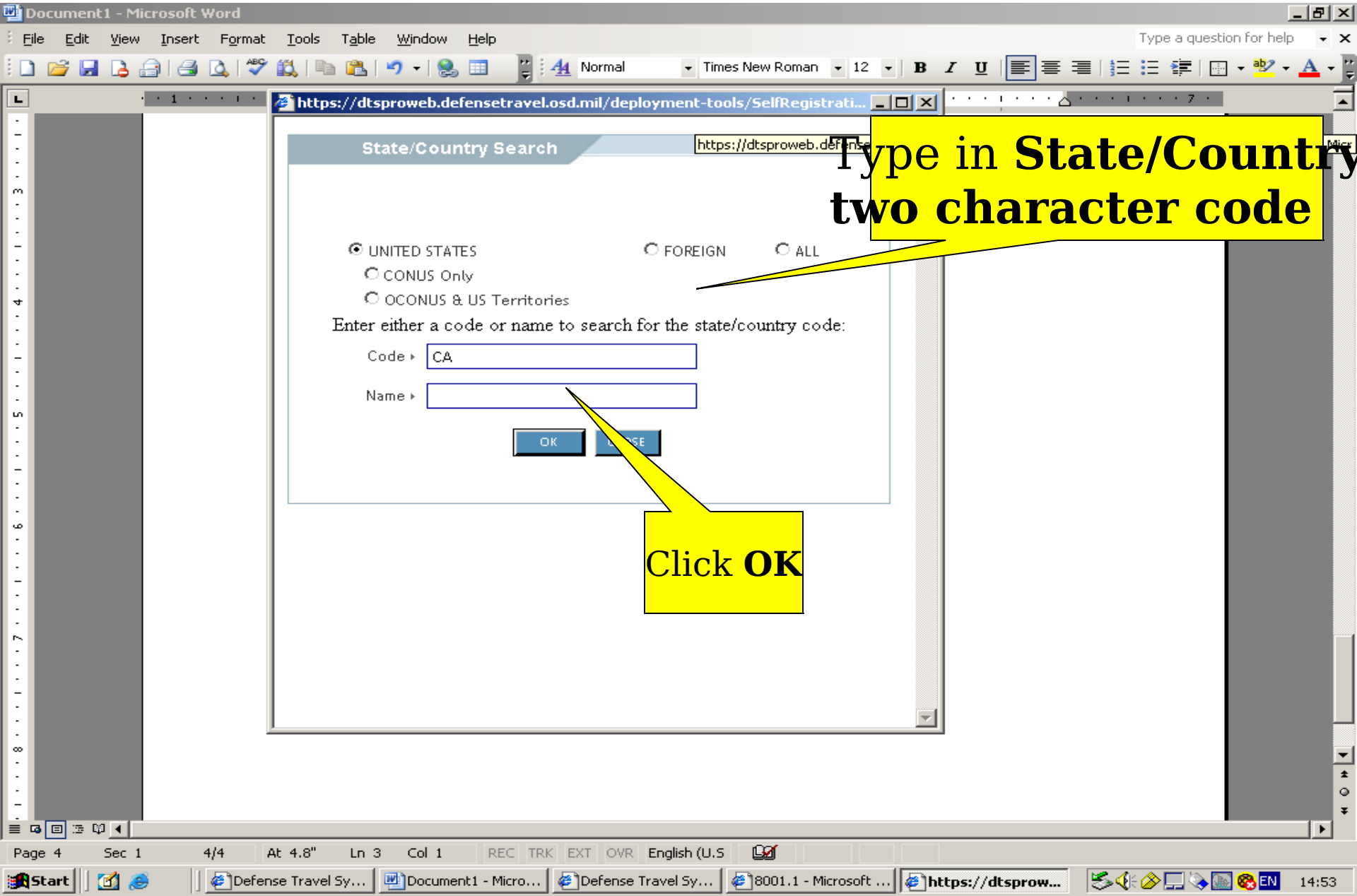
DTS Account Registration



ENTER MAILING ADDRESS

Click magnifying glass to look up **State/Country**

DTS Account Registration



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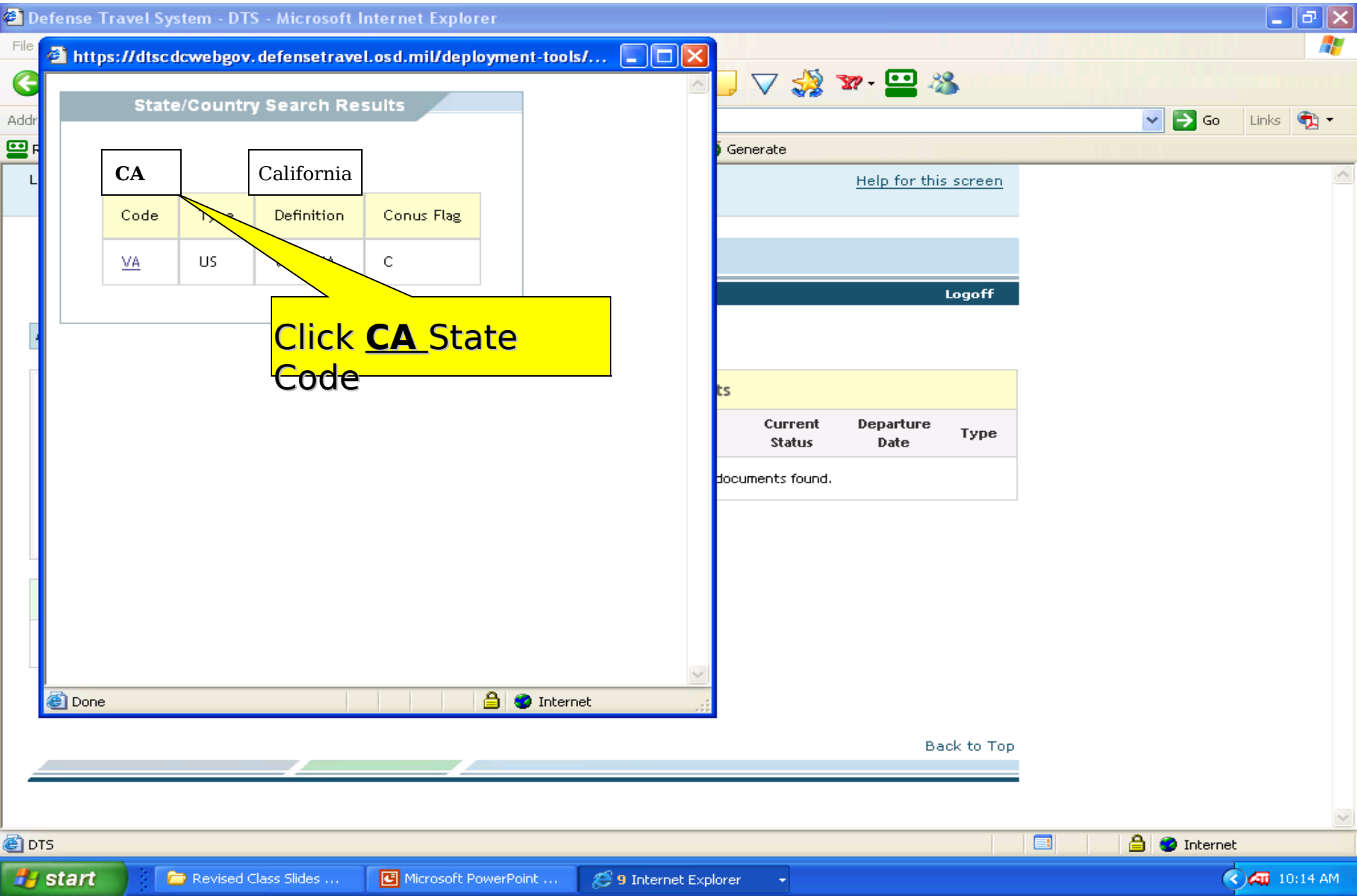
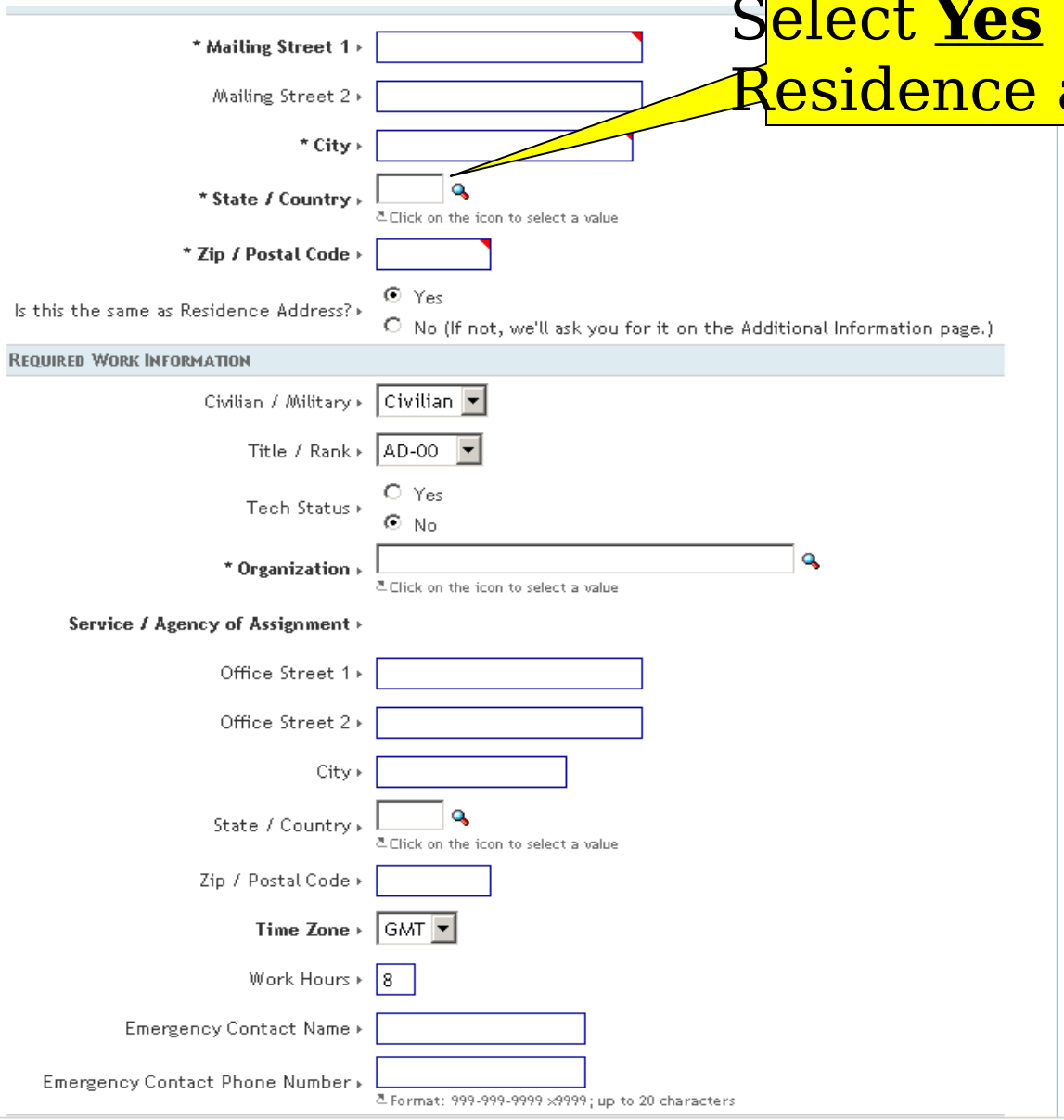
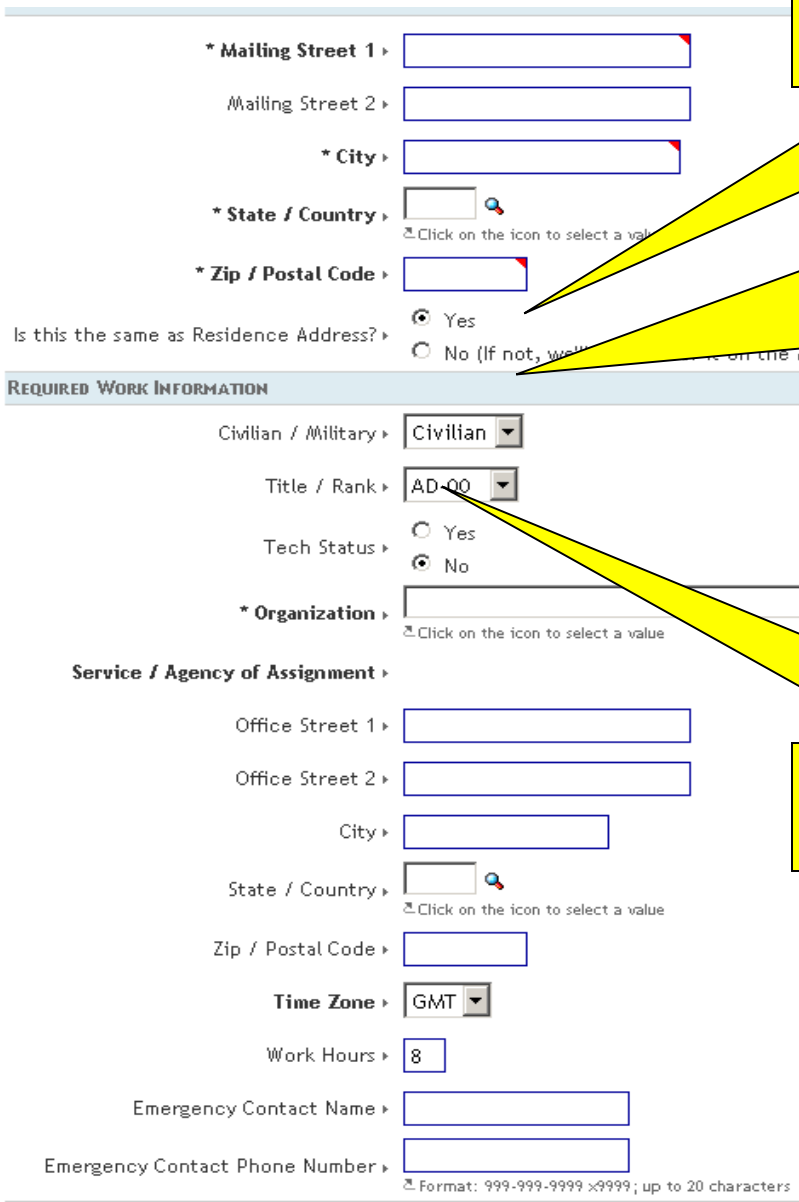


DTS Account Registration



Select **Yes** for Residence address

DTS Account Registration



Use Drop-Down arrow to select Civilian, Enlisted, or Officer.

Use Drop-Down arrow and select pay grade. All military pay grades begin with M. MO – Military Officer and ME – Military Enlisted.

Tech Status is for Air Force, leave it selected No.

DTS Account Registration

Mailing Street 2

*** City**

*** State / Country**

Click on the icon to select a value

*** Zip / Postal Code**

Is this the same as Residence Address?

- Yes
- No (If not, we'll ask you for it on the Additional Information page.)

REQUIRED WORK INFORMATION

Civilian / Military: Civilian

Title / Rank: AD-00

Tech Status

- Yes
- No

*** Organization**

Click on the icon to select a value

Service / Agency of Assignment

Office Street 1

Office Street 2

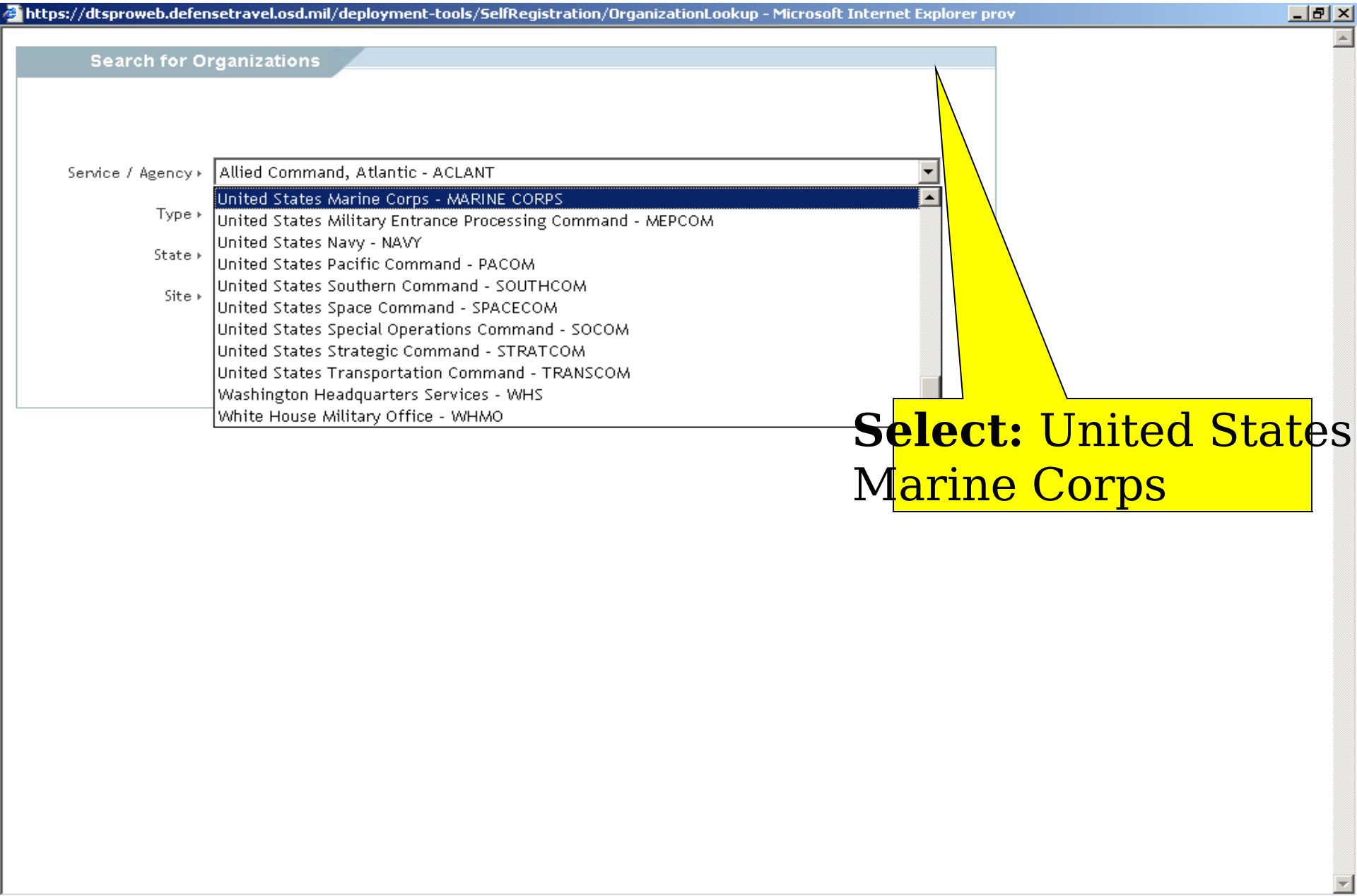
City

State / Country

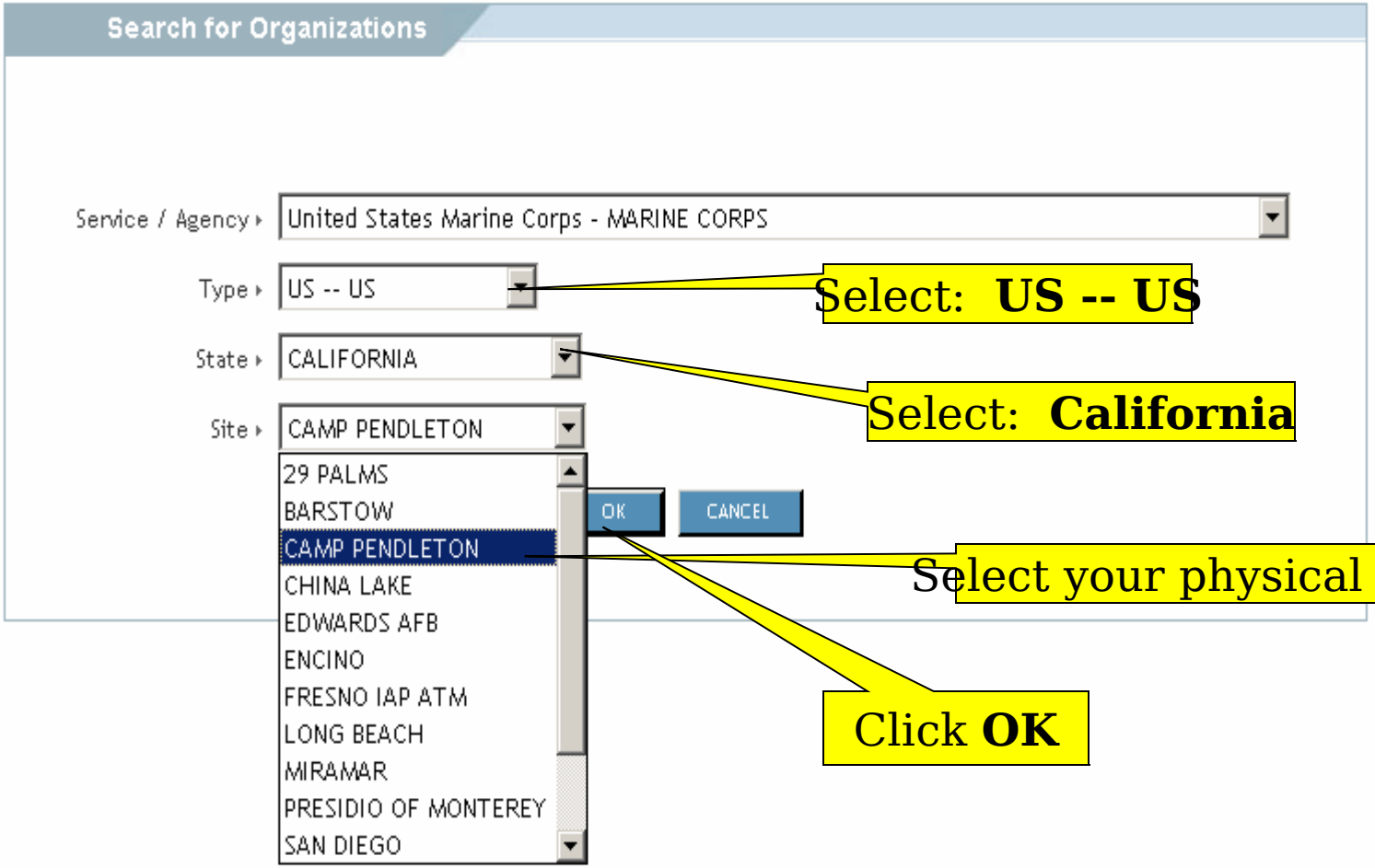
Click on the icon to select a value

Click magnifying glass to search for your organizatio

DTS Account Registration


https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration/OrganizationLookup - Microsoft Internet Explorer prov
Search for Organizations
Service / Agency
Type
State
Site
Allied Command, Atlantic - ACLANT
United States Marine Corps - MARINE CORPS
United States Military Entrance Processing Command - MEPCOM
United States Navy - NAVY
United States Pacific Command - PACOM
United States Southern Command - SOUTHCOM
United States Space Command - SPACECOM
United States Special Operations Command - SOCOM
United States Strategic Command - STRATCOM
United States Transportation Command - TRANSCOM
Washington Headquarters Services - WHS
White House Military Office - WHMO
Select: United States Marine Corps

DTS Account Registration



Select information using the drop down arrows

DTS Account Registration

Select	1MARDIV G2	MARINE CORPS	CALIFORNIA
Select	1MLG 7TH ESB	MARINE CORPS	CALIFORNIA
Select	1MLG CLR-11	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-13	MARINE CORPS	CALIFORNIA
Select	1MLG CLB1	MARINE CORPS	CALIFORNIA
Select	1MLG CLR-17	MARINE CORPS	CALIFORNIA
Select	1ST BN 11TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 1ST MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 4TH MAR	MARINE CORPS	CALIFORNIA
Select	1ST BN 5TH MAR	MARINE CORPS	CALIFORNIA

Service / Agency ▸ United States Marine Corps - MARINE CORPS

Type ▸ US -- US

State ▸ CALIFORNIA

Site ▸ CAMP PENDLETON

Page 1 of 12 NEXT LAST 224 total rows DONE

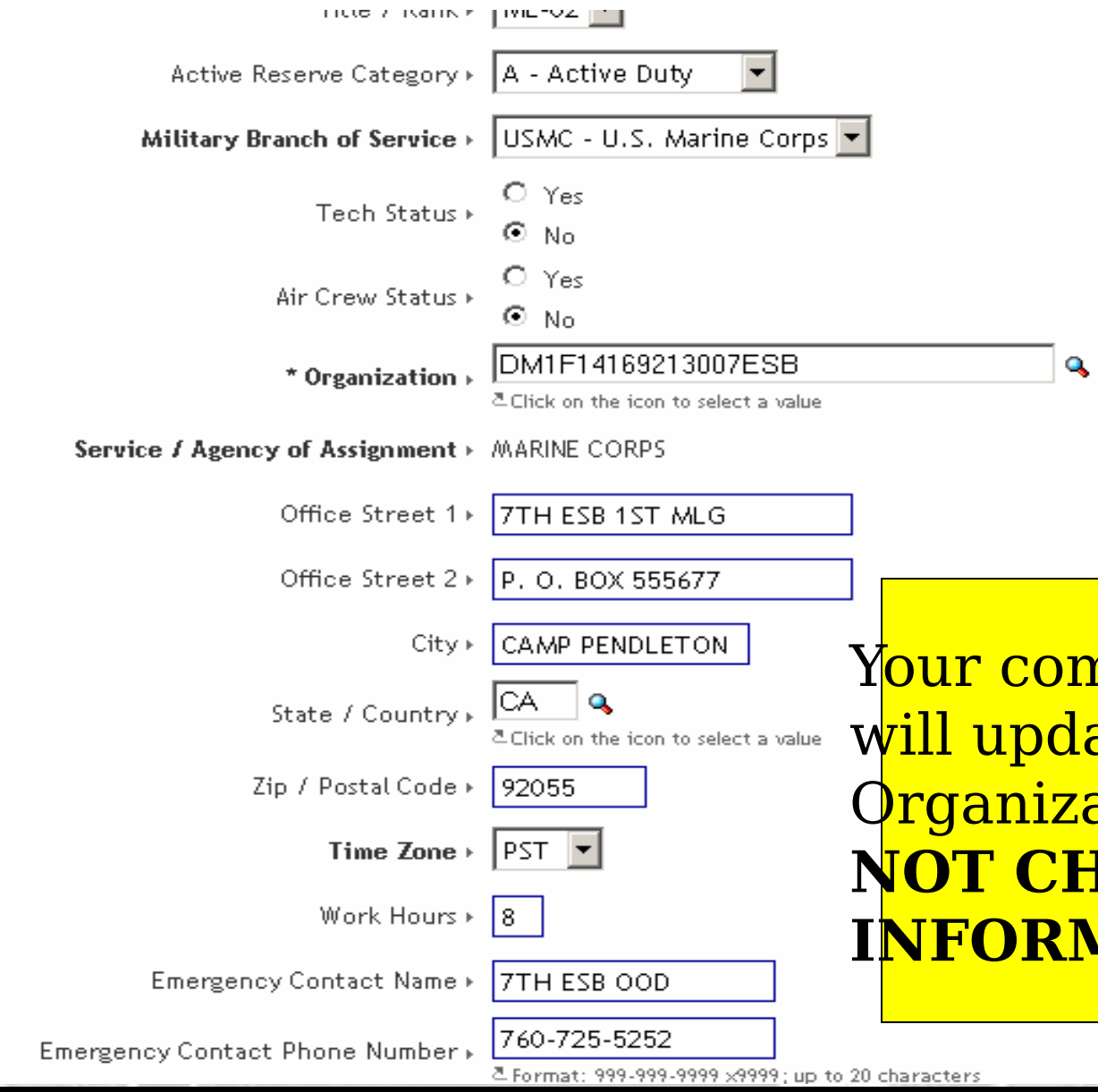
Search pages by clicking **NEXT** until you find your Organization

DTS Account Registration

Select	11TH MARINE REGIMENT	MARINE CORPS	CALIFORNIA
Select	11TH MARINES HQ BTRY	MARINE CORPS	CALIFORNIA
Select	11th MEU, 1 MEF	MARINE CORPS	CALIFORNIA
Select	13th MEU, I MEF	MARINE CORPS	CALIFORNIA
Select	15th MEU, I MEF	MARINE CORPS	CALIFORNIA
Select	1MARDIV CHAPLAIN	MARINE CORPS	CALIFORNIA
Select	1MARDIV COMPTROLLER	MARINE CORPS	CALIFORNIA
Select	1MARDIV G2	MARINE CORPS	CALIFORNIA
Select	1MLG 7TH ESB	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-11	MARINE CORPS	CALIFORNIA
Select	1MLG CLB-13	MARINE CORPS	CALIFORNIA

Click **Select** and **OK**

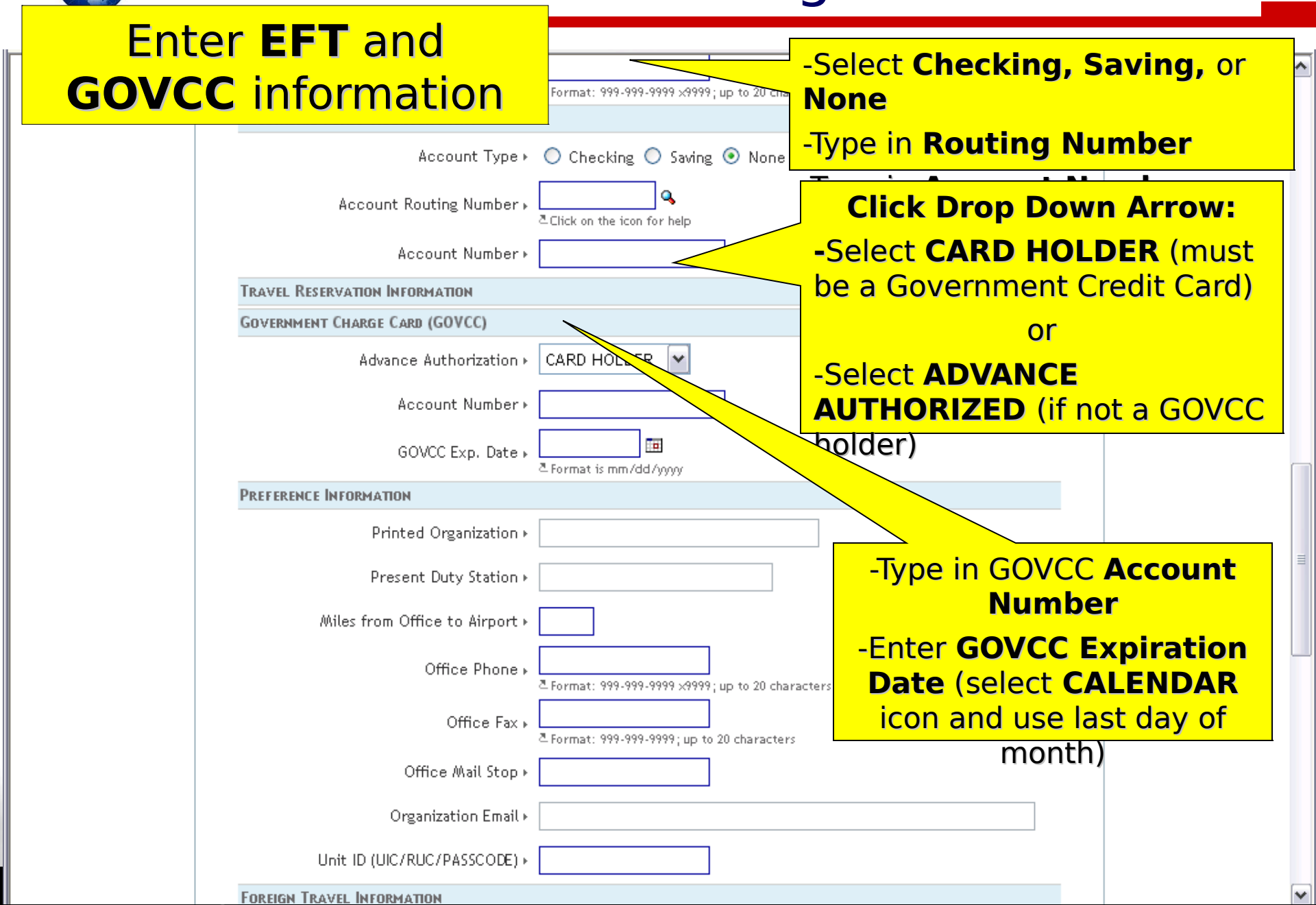
DTS Account Registration



Your command information will update into the Organization fields – **DO NOT CHANGE THIS INFORMATION**.

DTS Account Registration

Enter **EFT** and **GOVCC** information



-Select **Checking, Saving,** or **None**

-Type in **Routing Number**

Click Drop Down Arrow:

-Select **CARD HOLDER** (must be a Government Credit Card)

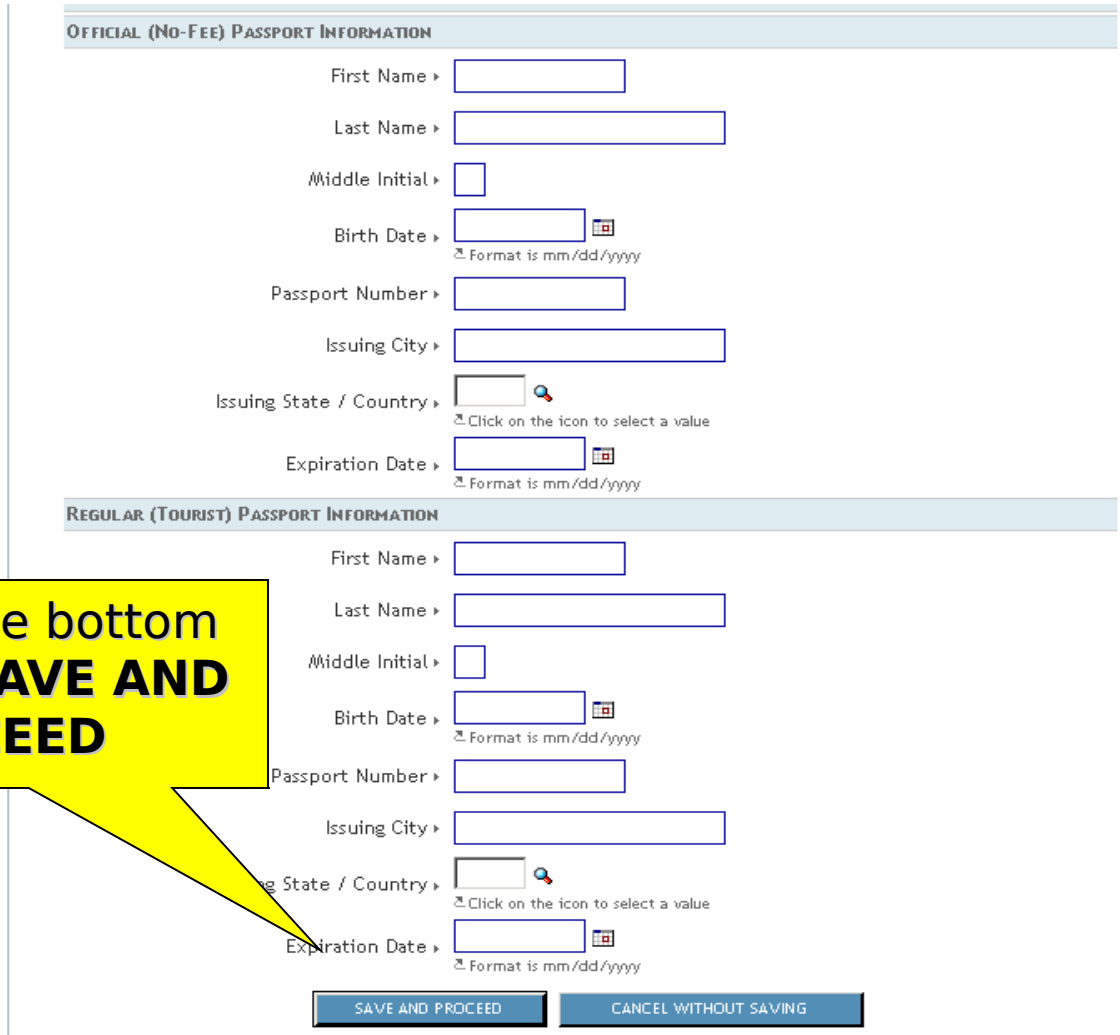
or

-Select **ADVANCE AUTHORIZED** (if not a GOVCC holder)

-Type in GOVCC **Account Number**

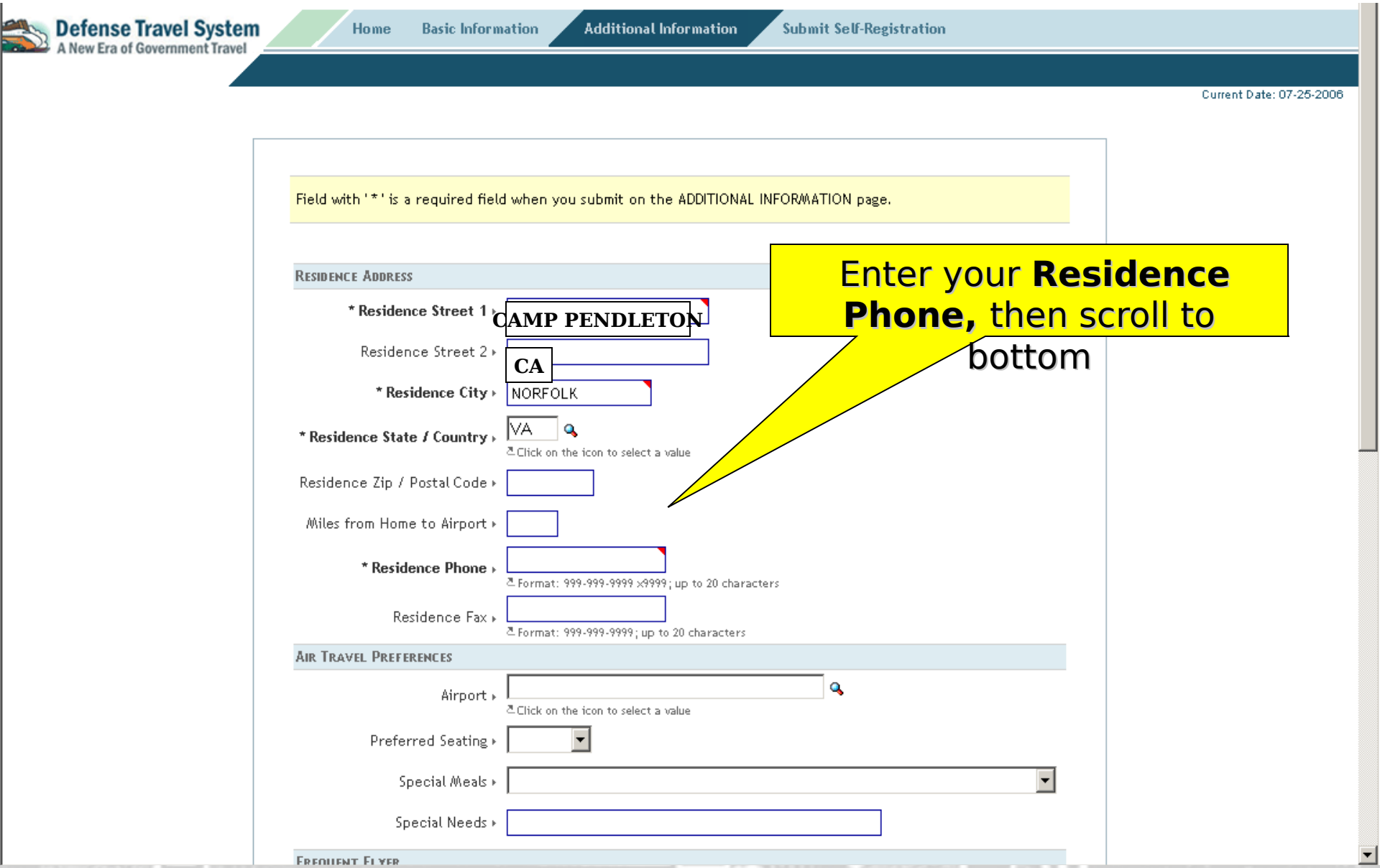
-Enter **GOVCC Expiration Date** (select **CALENDAR** icon and use last day of month)

DTS Account Registration



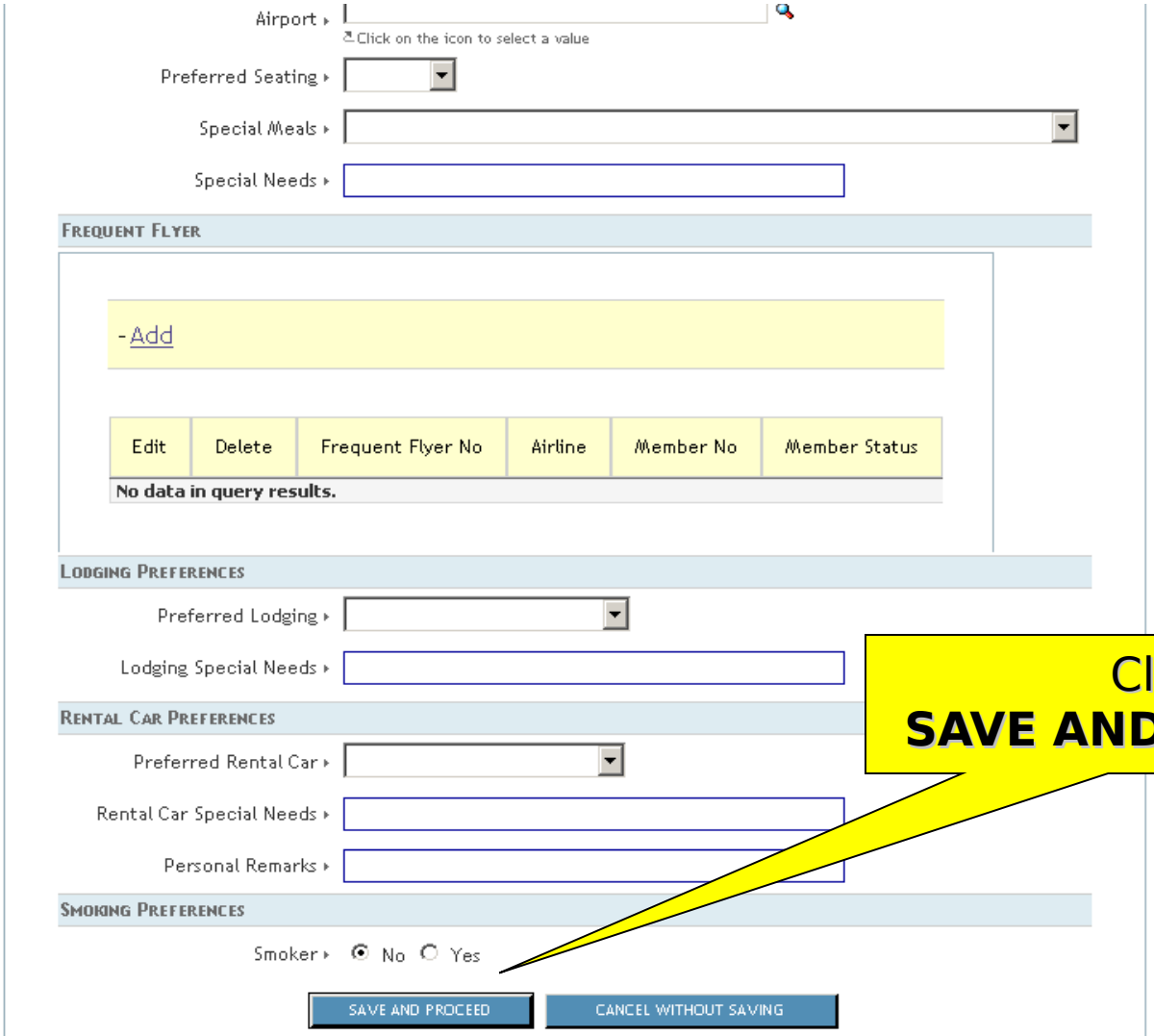
Scroll to the bottom and click **SAVE AND PROCEED**

DTS Account Registration



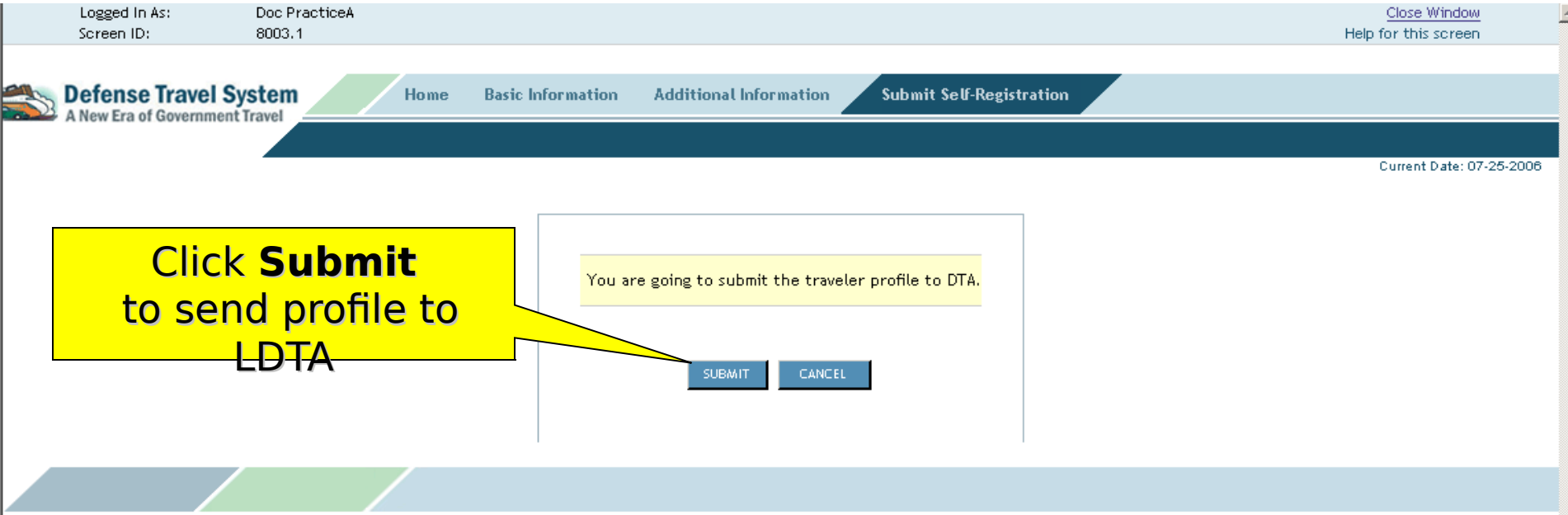
Enter your **Residence Phone,** then scroll to bottom

DTS Account Registration



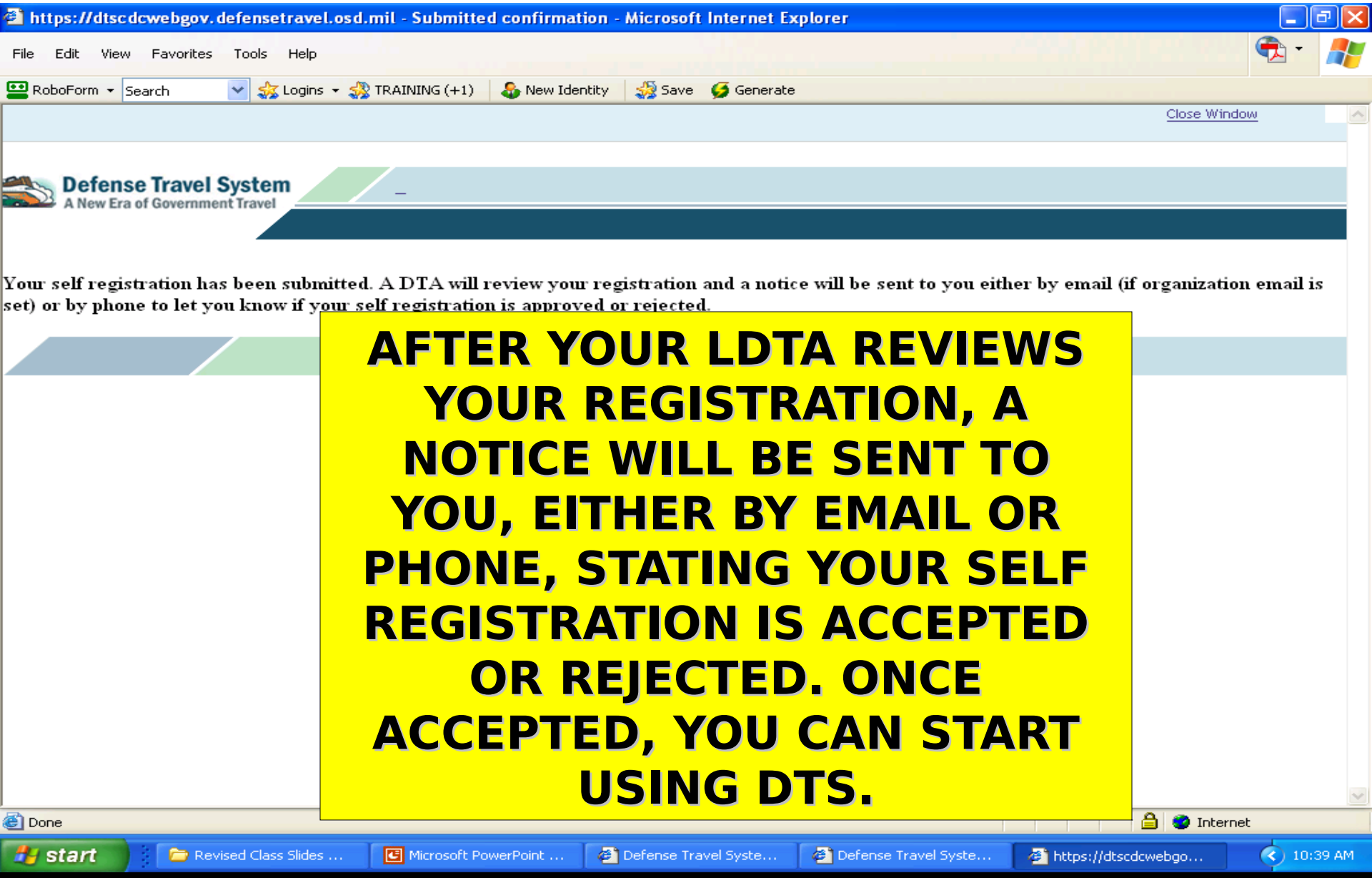
Click
SAVE AND PROCEED

DTS Account Registration



Click **Submit** to send profile to LDTA

DTS Account Registration


https://dtscdcwebgov.defensetravel.osd.mil - Submitted confirmation - Microsoft Internet Explorer
File Edit View Favorites Tools Help
RoboForm Search Logins TRAINING (+1) New Identity Save Generate
Close Window
Defense Travel System
A New Era of Government Travel
Your self registration has been submitted. A DTA will review your registration and a notice will be sent to you either by email (if organization email is set) or by phone to let you know if your self registration is approved or rejected.
Done
Internet
start
Revised Class Slides ...
Microsoft PowerPoint ...
Defense Travel Syste...
Defense Travel Syste...
https://dtscdcwebgo...
10:39 AM

AFTER YOUR LDTA REVIEWS YOUR REGISTRATION, A NOTICE WILL BE SENT TO YOU, EITHER BY EMAIL OR PHONE, STATING YOUR SELF REGISTRATION IS ACCEPTED OR REJECTED. ONCE ACCEPTED, YOU CAN START USING DTS.

Any Questions?

- **Use DTS Website - Select Training**
- **Contact your ODTA**
- **Call your local helpdesk**

ARF Fiscal Branch
http://www.hqmc.marines.mil/ar/Branches/ARFiscal/Travel.aspx